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Career Center Overview

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Topics

1. Unique issues for international students
2. Career Center programs and services
3. The Resume & Job/Internship Searching 101
4. Communication with employers
5. Accepting offers and the CPT process

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Unique Issues

- Adjusting to a new culture
- Managing expectations
- Visa Considerations
  - CPT, OPT, H1-B
- Balancing academics, work and family
- Support network

U.S. Culture 101

- Direct, explicit, and mostly verbal speech
- Expressions of gratitude are common
- High standards for cleanliness/hygiene
- Men and women are seen as equals, and a variety of beliefs are tolerated
- Slang and abbreviations are common (ask for clarification if not sure)

Career Advising Appointments

- Resume reviews
- Job/Internship search
- Interview prep
- Cover letter reviews
- Career decision-making
- Enroll in Internship Success Practicum for CPT
- LinkedIn Profile Review

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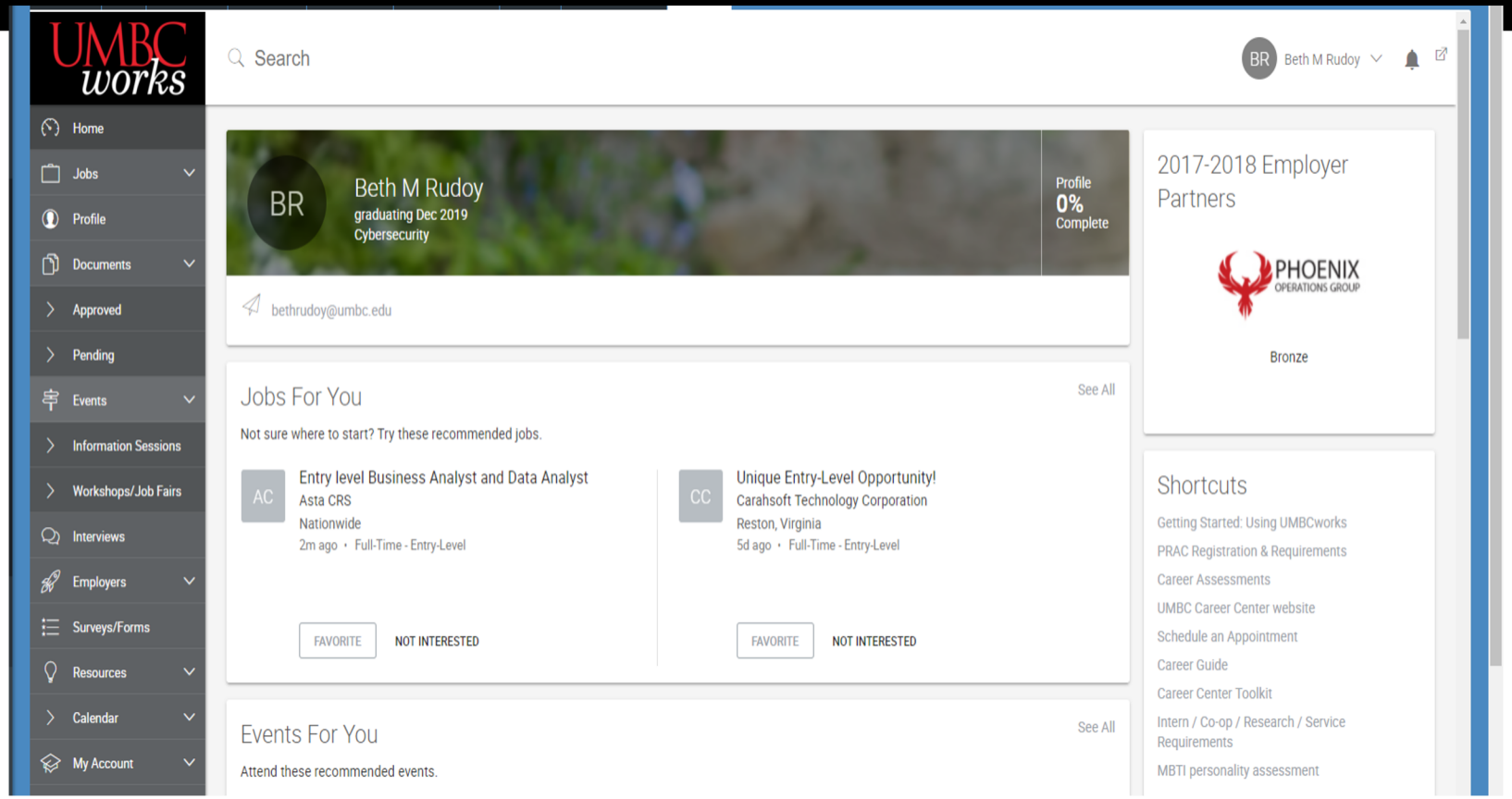

- **On-campus jobs, part-time jobs, full-time jobs, internships, co-ops, research**

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biginterview

- An online tool to help you prepare and improve interview skills
  - Review video lessons
  - Browse question library
  - Practice with the mock interview tool

- Record and request feedback- interviews@umbc.edu

- Access at- my.umbc.edu/go/biginterview

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Career Center Events

- Large Career Fairs
- Employer Information Sessions & Panels
- Workshops

Research the company ahead of time!

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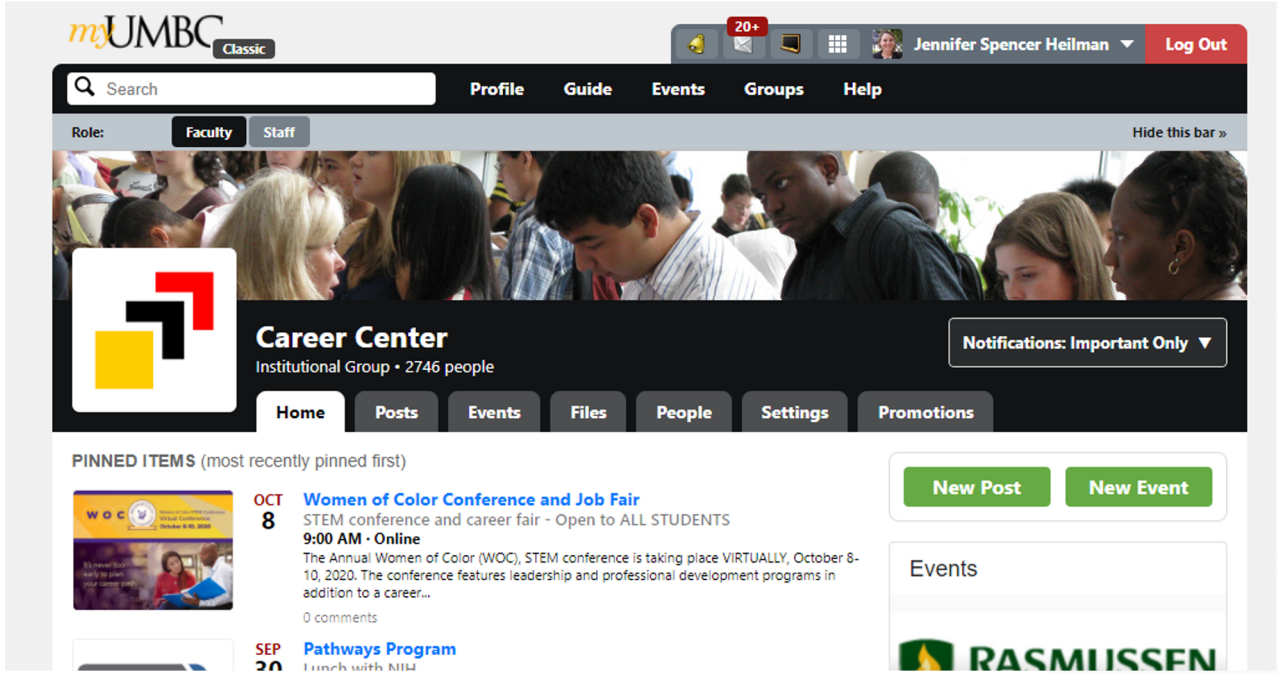
Find All Career Events Here



MyUMBC Group

Upcoming Virtual Events

Resume Rescue
Friday, January 29th · Noon - 4 PM
Tuesday, February 2nd - 10 AM to 4 PM

UMBC Spring 2021 Virtual Career & Internship Fair
Friday, February 5th - 11:30 AM to 3:30 PM

Inside Scoop: Careers in Cloud Services
Monday, February 8th - Noon - 1 PM

BEYA STEM Virtual Career Fair & Conference
Career Fair: Friday February 12th & 13th - 10 AM - 4 PM

Networking & Information Session: GoinGlobal
Tuesday, February 9th - 10 AM- 11 AM & 3 PM - 4 PM

Immigration Options after Graduation
Wednesday, February 17th - Noon - 1:30 PM

Stand out in the Search- Alumni & Career Center Advice
Friday, February 19th - 9:30 AM - 11 AM

Employer Perspectives and F-1 Work Authorization
Friday, February 26th - 9:30 AM - 11 AM

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Resumes: The First Step

- **Resumes** are used for applying to any industry job in the United States
- **Resume** focuses on **relevant industry** experience
- **CV** emphasizes **scholarly achievement**
  - **CV is more comprehensive/longer** than a resume (3 - 6 pages vs. 2-pages maximum for resume)

Resume Differences

NON-U.S. RESUME:

- May include personal information such as marital status, religion, age
- May include a photo
- May include a list of hobbies

U.S. RESUME:

- Focuses on information that relates to the position, NOT personal details
- NO photo
- Hobbies not listed (unless related to position)

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Resume Differences

TECHNICAL resume:

- Emphasizes technical projects & courses
- Emphasizes a long list of technical skills
- Includes industry jargon and acronyms

ON-CAMPUS JOB resume:

- Emphasizes administrative & customer service skills
- May emphasize volunteering and activities that demonstrate these skills
- Easily understood by non-technical people

On-Campus Jobs

- Where to Look/Apply
  - UMBCworks
  - Specific department website/MyUMBC Groups
- Cautions
  - Differences with the resume
  - Follow all instructions
  - Do you qualify?

How to Write Your Stand-Out Resume

Watch this session to further learn how to craft your resume

- Micro Session: How to Write a Stand-out Resume

Resume Reviews:

- Virtual Appointments via UMBCworks (30 & 60 minute)
- Express Appointments (15 minute)

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Sample Resources for Finding an Internship or Job

- UMBCworks
  - Use the Filters
  - Don’t apply to every position
  - Customize your resume/ cover letter
- H-1B database in GoinGlobal
- myvisajobs.com
- LinkedIn

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Communication with Employers: While Applying

- Ensure all written documents are proofread and grammatically correct
- Set up a local phone number with an active voicemail. Don't let your voicemail box fill up!
- Respond promptly to any requests for more information from employers
- Schedule an appointment with the Career Center for tips and practice prior to any interviews

Communication with Employers: Following Up

TOO MUCH:

- Multiple emails or calls prior to application deadline

TOO LITTLE:

- No follow-up after applying or interviewing

JUST RIGHT:

- A polite email or phone call 2 weeks after submission or about 1 week after application closing date, with the focus expressing enthusiasm for the position

Written Communication: What to Keep in Mind

- There is a fine line between being a good advocate for yourself and being seen as disrespectful
- Be clear and direct but avoid coming across as aggressive
- Allow 3 business days for an email response to your request

Other Examples of Professional Communication

- When to follow-up:
  - After meeting someone at a Career Fair/Networking event send a professional email and/or connect on LinkedIn
  - After an interview ALWAYS send a thank-you email

Career Fair Follow-up: Email Example

Dear Mr. Fields,

Thank you for taking the time to speak with me about opportunities at your company at UMBC's Career Fair yesterday. I really enjoyed our conversation and have completed the online application for the Software Developer position we discussed.

I look forward to hearing from you and your team soon about the next steps in the application process.

Sincerely,

Sue Howard

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Offers of Employment

Congratulations!

- Weigh salary, benefits, schedule and logistics carefully
- Talk to the Career Center for guidance on negotiation
- It is okay to ask for (a little) more time if you are waiting on offers from other organizations
- Okay to negotiate start dates

Accepting an Offer

- Once you accept an offer, you are under contract with the organization and should **immediately withdraw** any pending applications with other organizations.
  - This means no more interviewing
  - Applies even if your start date is not for several months

The Deal is Done!

Detecting Fraudulent Offers

Three Red Flags:

- A company reaches out to you to offer you a position that you haven't applied for OR invites you to apply for a position without any previous contact/connection.
  - The latter could be legitimate but requires further investigation such as what you see below.
- The email address for the recruiter does not match the domain of the company website.
- A company is requiring you to put money forward for anything.

More on the Career Center website here: https://careers.umbc.edu/fraud/

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CPT

- Required for paid off-campus positions
- Register for the *Intern Success Practicum* (PRAC) using the online form in UMBCworks
  - FREE ***zero-credit***, ***pass/fail*** course which accompanies a student's internship/co-op or research experience designed to develop professional competencies
- Must include an offer letter with your **dates of employment**
- Your registration will be processed within **5 business days**

  It's okay to negotiate your start date

Where have F-1 students worked previously?

- Amazon
- Amtrak
- Cisco Systems
- Exelon
- Intel Corporation
- Laureate Education
- PayPal
- Vectorworks

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Questions?

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