



Career Center Overview

Presented by: Chrisi Giannakaris & Jen Spencer Heilman

Career Center- Math/Psych Bldg., 2nd Floor,

internships@umbc.edu

Topics

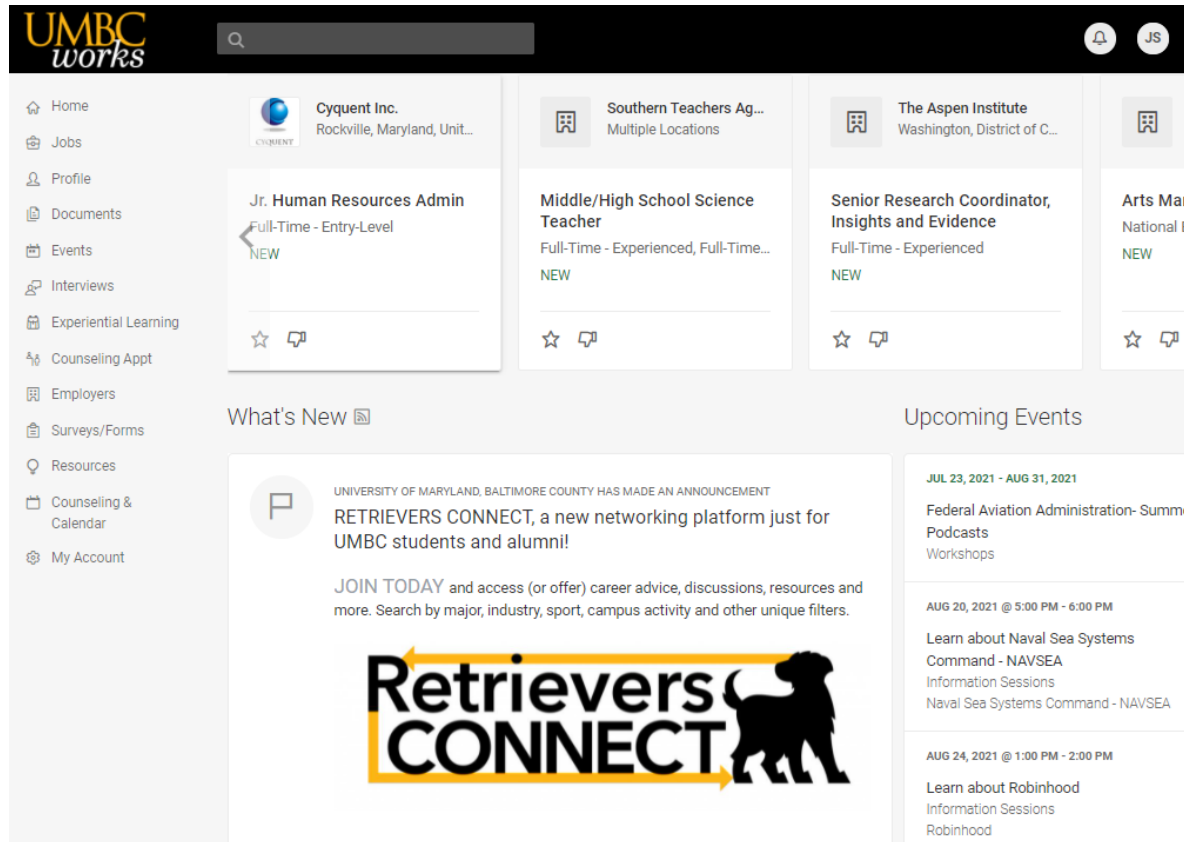
1. Career Center events and services
2. Resumes
3. Job/Internship Searching 101
4. Job offers & CPT

Career Advising Appointments

Available In-person and Virtual/online

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

UMBCworks



- Schedule appointments
- Search for on-campus jobs, part-time jobs, full-time jobs, internships, co-ops, research

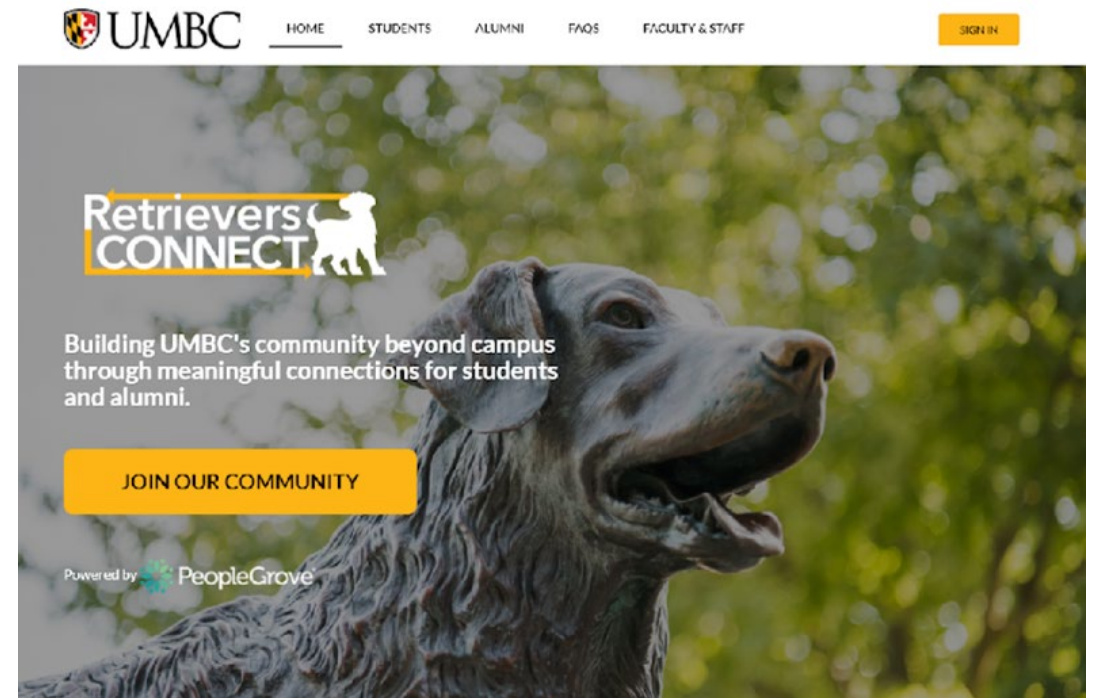
***Note- you must upload your resume and get it approved in order to apply**



- 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

Retrievers Connect

- retrieversconnect.umbc.edu
- Search for alumni by major, industry, campus organization, UMBC scholar program, company, and more
- Access support network, career advice, and resources
- Easy to register with UMBC ID or LinkedIn



Career Center Events

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

Research the company ahead of time!

Find All Career Events Here




myUMBC Classic

20+ Jennifer Spencer Heilman Log Out

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Role: Faculty Staff Hide this bar »


 **Career Center**
Institutional Group • 2746 people


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PINNED ITEMS (most recently pinned first)

 **OCT 8 Women of Color Conference and Job Fair**
STEM conference and career fair - Open to ALL STUDENTS
9:00 AM - Online
The Annual Women of Color (WOC), STEM conference is taking place VIRTUALLY, October 8-10, 2020. The conference features leadership and professional development programs in addition to a career...
0 comments

 **SEP 20 Pathways Program**
Lunch with NHH



New Post New Event

Events

MyUMBC Group

UMBC

A-Z Index | myUMBC | Events | Directory | Maps

Enter Search Terms

 **Career Center**
BUILD YOUR FUTURE HERE

ABOUT THE CENTER ▾ FOR STUDENTS ▾ FOR FAMILIES ▾ FOR EMPLOYERS ▾ FOR ALUMNI ▾ FOR FACULTY ▾ TOOL KIT ▾

EXPLORE YOUR PERSONALITY TYPE

ESTJ INTJ ENFP ESFJ ISTJ

Engineer Science Officer Captain Doctor Communications

Take the MBTI personality assessment and schedule an appointment to get your results and explore related career options.



Welcome

The UMBC Career Center empowers undergraduate and graduate students to actively explore, experience, and succeed in their future careers. Employers, parents, alumni and faculty are critical partners in our work.

» About the Career Center
» Resources for Students
» Resources for Families
» Resources for Employers

Quick Links

 **UMBCworks**
Find a job. Post a job. Log in here.
Contact Us - Address & Hours
Schedule an Appointment
Calendar
Career Guide



Events

Campus and Local Part-Time Jobs Fair
Tuesday, August 29, 2017 at 12:00 PM

Children Achieving Maximum Potential
Tuesday, September 5, 2017 at 12:00 PM

Career Corner: Silver Knights Enrichment
Thursday, September 7, 2017 at 10:00 AM

Keys to Success: Get Ready to be Hired!
Monday, September 11, 2017 at 12:00 PM

Keys to Success: Get Ready to be Hired!
Tuesday, September 12, 2017 at 5:00 PM

News

T Rowe Price Seeks UMBC Interns- APPLY

careers.umbc.edu



Upcoming Events

Networking & Info Session: Robinhood

Wednesday, September 8th 1:00-2:00 PM Online

Clothing Closet

September 16th & 17th 8:00 AM-5:00 PM Susquehanna
Community Room

UMBC Connects: Exelon Corp./BGE

Wednesday, September 22nd 11:00 AM -2:00 PM Commons 329

Resume Rescue

Thursday, September 9th - 10 AM-4 PM ONLINE

Tuesday, September 14th - 10 AM-4 PM IN-PERSON

UMBC Fall 2021 Virtual Career & Internship Fair

Friday, September 24th - 11:30 AM-3:30 PM ONLINE

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)

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](#)

Study the Career Guide:

- <https://careers2.umbc.edu/tools/guide.pdf> (tech resume page 29)

Resume Reviews:

- Virtual Appointments via UMBCworks (30 & 60 minute)
- Drop-ins - In-person Mon-Fri 2-4 pm (15 min)
- Express Appointments- Virtual Tues evenings (15 minute)
- Email resumereviews@umbc.edu

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

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

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/>

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



Recommendations

- Follow the Career Center's myUMBC group to know who's coming to campus
- We offer you many opportunities to make connections, *but it is up to you to take advantage of them!*
- Employers will be seeking summer interns in September and October



myUMBC

Search

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Role: Faculty Staff Graduate Student

Hide this bar »

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Institutional Group • 2242 people

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PINNED ITEMS (most recently pinned first)

 **Are you seeking a summer internship?**
Finance/Accounting/Billing Intern @ CyberCore Technologies
Apply via UMBCworks posting: 9307843 Job Responsibilities (On-the-job training provided) In a Microsoft Office environment, help billing team with reconciliations of time sheets, accounts...

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 **JUN 7 Maryland Career Consortium Career Fair**
Current Students and Alumni Welcome!
11:30 AM - Off Campus
REGISTER HERE! The annual MCC Career Fair provides employers the opportunity to connect with alumni and students from all 14 member institutions and more. The event also provides college...

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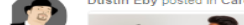
 **The Career Center is currently recruiting for Career Peers**
Apply Now for the 2019-2020 Academic Year
Become a Career Peer Gain leadership skills Help fellow students with their résumés Staff career fairs and special events Learn about career development Improve your presentation skills...

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LATEST UPDATES

Thursday, May 23, 2019

Dustin Eby posted in Career Center • 12:38 PM

 **Grad CareerFestival (June 25-28, 2019)**

New Post New Event

Events

 **Dependable Strengths Workshop**
May 31, 2019 at 8:00 AM

MAY 31 Dependable Strengths Workshop
8:00 AM - The Commons : 331

JUN 7 Maryland Career Consortium Career Fair
11:30 AM - Off Campus

JUN 24 Mid-Semester PRAC Workshop
12:00 PM - The Commons : 329

JUN 25 Mid-Semester PRAC Workshop
5:30 PM - The Commons : 329

Questions?

