



# Career Center Overview

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# Topics

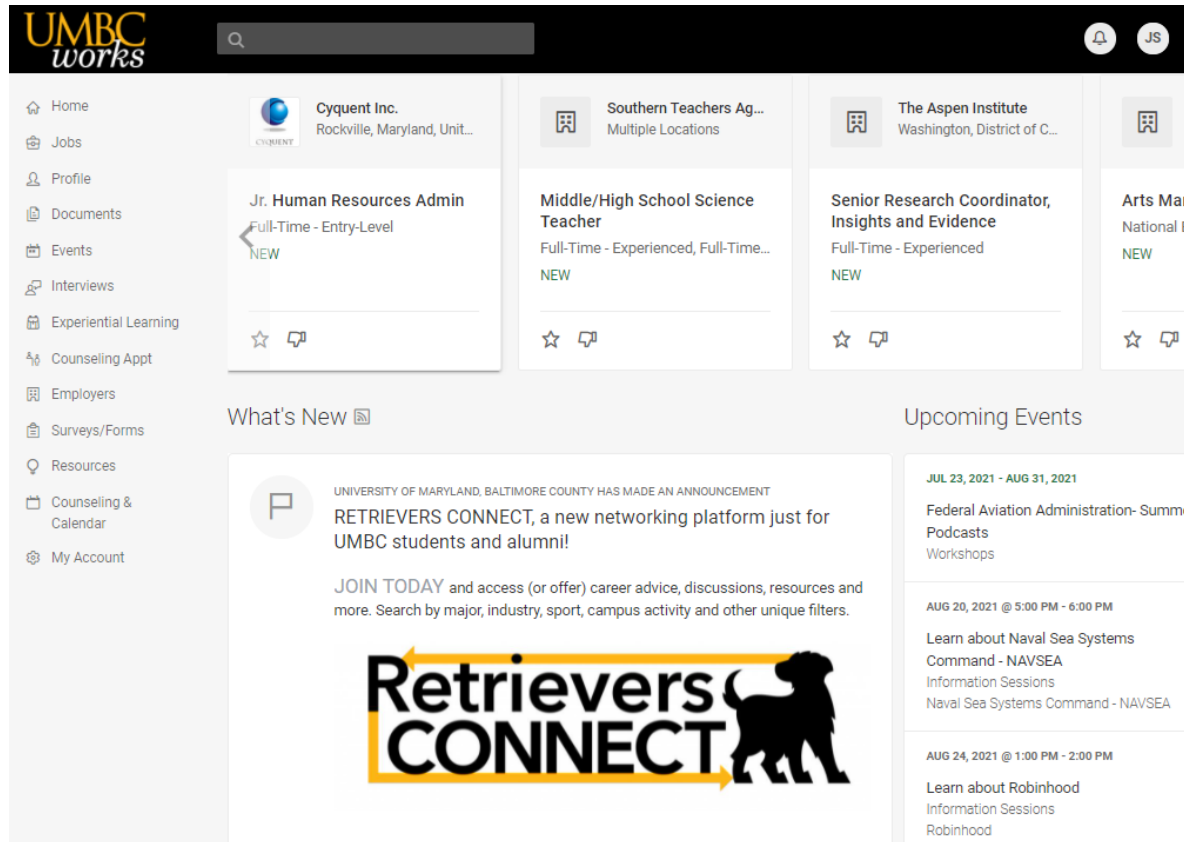
1. Career Center events and services
2. Resumes
3. Job/Internship Searching 101
4. Job offers & CPT

# 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

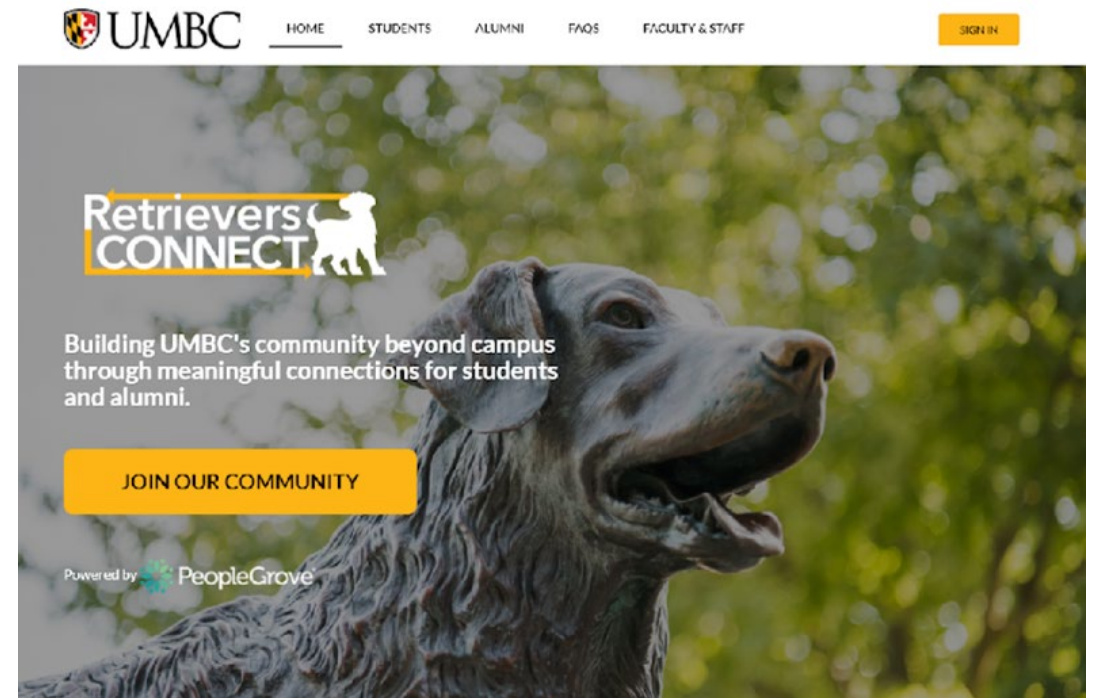
**\*Note- you must upload your resume and get it approved in order to apply**



- 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](mailto:interviews@umbc.edu)
- Access at- [my.umbc.edu/go/biginterview](https://my.umbc.edu/go/biginterview)

# Retrievers Connect

- [retrieversconnect.umbc.edu](https://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

**CNMS Careers in Science Conference:**

**Employer Panel:** [Tuesday, February 8th - 5:30-7:00 PM Online](#)

**Alumni Panel:** [Thursday, February 10th - 5:30-7:00 PM Online](#)

**Resume Rescue**

[Friday, February 11th - 10:00 AM -4:00 PM Online](#)

[Tuesday, February 22nd- 10:00 AM- 4:00 PM Math/Psych 201](#)

**Career Corner: Stream Life**

[Tuesday, February 15th - 10:00 AM -2:00 PM Commons Main St.](#)

**UMBC Connects: Aptiv**

[Wednesday, February 16th - 11:00 AM- 2:00 PM Skylight Room,](#)

[Commons](#)

**Perfect Your Pitch Drop-Ins**

[Thursday, February 17th - 11:00 AM-2:00 PM Online](#)

**BEYA STEM Virtual Career Fair & Conference**

[Friday, February 17th- 19th Online](#)

**International Student Career Conference**

**Career & Immigration:** [Friday , February 18th  
time -TBD Online](#)

**Employer Perspectives:** [Tuesday, February 22nd  
12:00 -1:00 PM Online](#)

**Negotiating Job Offers:** [Thursday, February 24th-  
11:00 AM - 12:00 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

# 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 30)

*Resume Reviews:*

- Virtual & In-person 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](mailto:resumereviews@umbc.edu)

# On-Campus Jobs

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

# 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



# 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

# 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



# Questions?

