



Career Center Overview

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

internships@umbc.edu

Overview

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

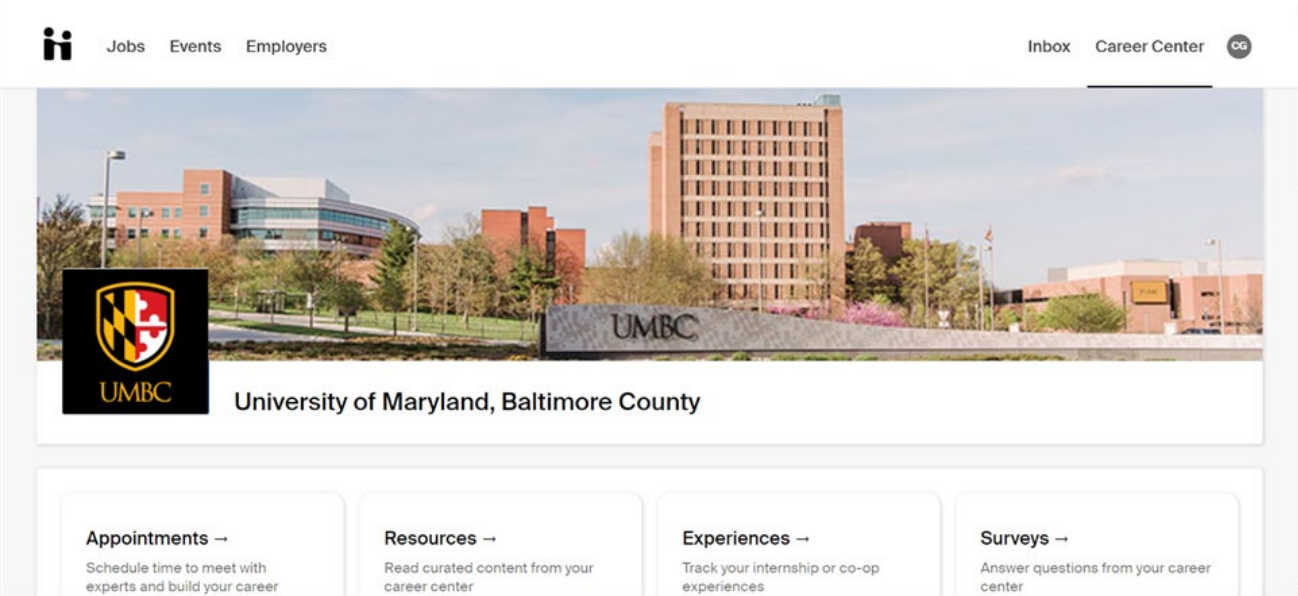


Career Advising Appointments

Available In-person and Virtual/online

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

Handshake virtual platform



- Schedule appointments
- Search for on-campus jobs, part-time jobs, full-time jobs, internships, co-ops, research
- Learn about events and programs

***Upload your resume**

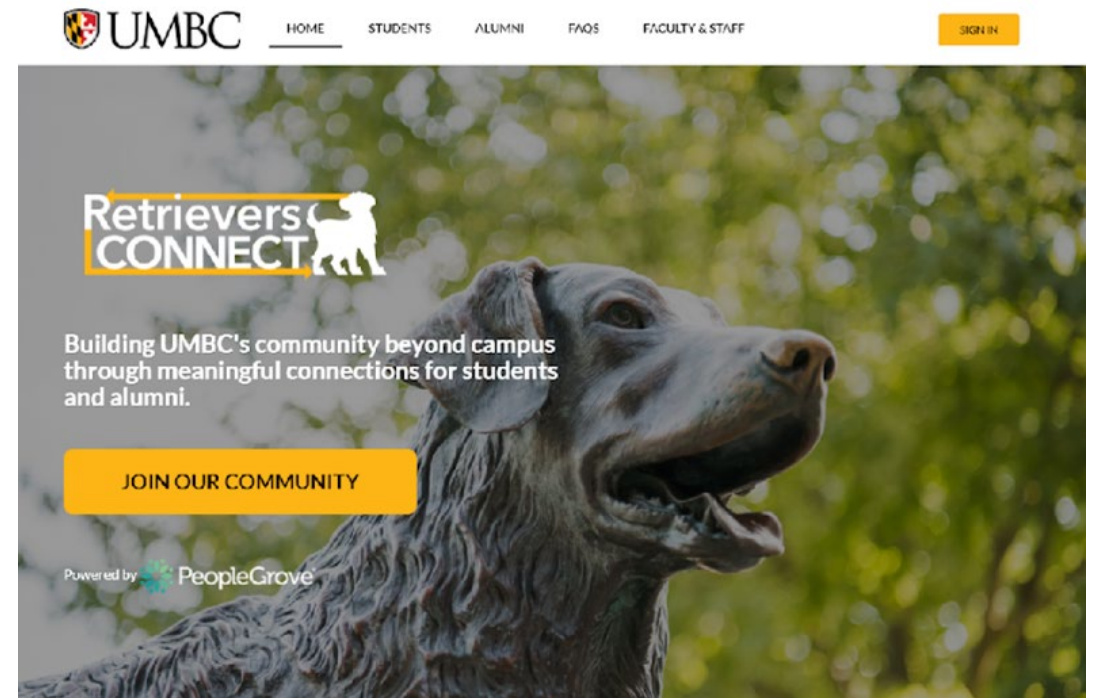
***Apply to positions- resume approval not required**



- An online tool to help you prepare and improve interview skills
 - Review video lessons
 - Browse question library
 - Practice with the mock interview tool
- Email your video recording for 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 (Fall & Spring)
- Employer Information Sessions & Panels
- On the Road (off campus employer visits)
- Workshops

Research the company ahead of time!

Find All Career Events Here




myUMBC Classic

20+ Jennifer Spencer Heilman Log Out

Search Profile Guide Events Groups Help

Role: Faculty Staff Hide this bar »

 **Career Center**
Institutional Group • 2746 people

Home Posts Events Files People Settings Promotions


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 NIH

New Post **New Event**

Events



MyUMBC Group

GAO Information Session

Monday, July 18, 2022 at 1:00 PM

Handshake Open Training and Q&A

Tuesday, July 19, 2022 at 1:00 PM

Urban Teachers Virtual Information Session

Wednesday, July 20, 2022 at 5:30 PM

Students & Grads Virtual Event

Wednesday, July 20, 2022 at 6:00 PM

More Upcoming Events

Recent Posts

Indian Head Division - Naval Surface Warfare Center

July 14, 2022 3:49 PM

Quick Links



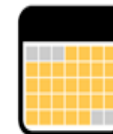
Handshake: Post your resume. Promote yourself to employers. Find a Job or Internship. And more.

Log in



Schedule an Appointment

See our appointment types and how to schedule



Calendar

See our full list of events



Retrievers Connect: Networking platform just for UMBC students and alumni.

Vision

The UMBC Career Center aims to empower all students and graduates to create their own success stories.

Employer Partners 2021-2022

ALION

• APTIV •

BGE
An Exelon Company

CIA

Chesapeake
Employers Insurance

APU JOHN'S HOPKINS
APPLIED PHYSICS LABORATORY

Jacobs
Challenging today.
Reinventing tomorrow.

NORTHROP GRUMMAN

T.RowePrice

careers.umbc.edu

 **CareerCenter**
BUILD YOUR FUTURE HERE



Fall 2022 Upcoming Events

Resume Rescue

Tuesday, September 13th - 10:00 AM -4:00 PM [Math/Psych - 2nd floor](#)

Monday, September 19th - 10:00 AM- 4:00 PM [Online](#)

Catch up with the Career Center

Chartwells & CEI Event Center will be present

Wednesday, August 31st - 11:30 AM - 1:30 PM Commons Mainstreet

Catch up with the Career Center

Chartwells & CEI Event Center will be present

Thursday, September 1st - 11:30 AM - 1:30 PM Commons Mainstreet

Fall Career & Internship Fair

Wednesday, September 21st - 11:30 AM -3:30 PM [RAC](#)

Inside Scoop: Careers in Data Science

Monday, September 26th - 12:00 PM- 1:00 PM University Center 310

Diversity Recruitment Event

Thursday, October 20th - 5:00 PM- 8:00 PM University Center 310

Resumes: The First Step

- **Resumes** are used for applying to any industry job in the United States
- **Resume** focuses on **relevant industry** experience
- **Curriculum Vitae (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 Review Options:

- Drop-ins In-person Mon-Fri 2-4 pm (15 min)
- Virtual & In-person Appointments via Handshake (30 & 60 minute)
- Request a review via email resumereviews@umbc.edu

On-Campus Jobs

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

Sample Resources for Finding an Internship or Job

- Handshake
 - 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 & The Intern Success Practicum

- Required for paid off-campus positions
- Register for the *Intern Success Practicum* (PRAC) using the online form in Handshake
 - 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
- Aptagen, LLC
- Bosch
- Cisco Systems
- BGE (an Exelon Company)
- Goldman Sachs
- Google
- IBM
- Intel Corporation
- PayPal
- Walmart Global





Upcoming Engagement Opportunity

UMBC's Fall Career & Internship Fair is On-Site

Wednesday, September 21, 2022, 11:30 a.m. – 3:30 p.m.

UMBC RAC Arena



Questions?

