

JOB SEARCH

There are two ways to approach an internship or job search.

The **Reactive Method** allows candidates to respond to positions that they see advertised in print or online. The **Proactive Method** involves candidates networking, making contacts, researching companies and sending “cold” resumes. This handout will expand on these methods and give some basic information about the foreign national hiring and resume writing tips.

Experiential Training

Curricular Practical Training (CPT)—Allows international students to do an internship experience for academic credit while you are a student.

Optional Practical Training (OPT)—F-1 Visa allows an international student to work 12 months and up to 29 months for students in STEM majors (science, technology, engineering and math) after completing the bachelor’s degree or a degree of higher status than the previous degree.

Reactive Search—React to what job vacancies are listed in **online databases, newspapers, and job publications**. This is the more passive way to find a position. If you are lucky and find a job through the reactive method, you will probably consider the job search very easy. However, approximately only 15% of jobs are gotten through this method.

MU CAREER MANAGER is the on-line career management tool for Marquette students.

The system allows students and alumni access to:

- Job, internship, and co-op postings
- On-campus interview schedules
- Employer research and directory information
- Career fair information and employer listings
- A resume posting database, searchable by employers

F-1 Students!

Be aware that many companies do not interview F-1 students because they know you only have limited practical training (OPT), and the company does not want to sponsor H1-B Visas. Please pay close attention to what companies will interview F-1’s. Employers specifically open to F-1s have selected F-1 as a category. Others did not use this field which means F-1s are welcome to apply, although there is no guarantee the organization is actively sponsoring F-1s.

Getting Started

You can create an account with MU Career Manager by visiting www.marquette.edu/csc and clicking the MU Career Manager link. You will create a personal profile and upload a resume in this process.

- Your account will be temporarily placed in a holding bin after you submit your resume.
- Career counselors from the Career Services Center monitor MU Career Manager, review all resumes initially uploaded into the system if you request it by checking the box, and provide students and alumni with feedback on their resumes.
- You will be granted full access to MU Career Manager after your resume has been accepted by a member of the Career Services Center staff.
- You may also visit the Career Services Center in person to create an account with MU Career Manager, especially during daily walk-in hours.

Requesting On-Campus Interviews

After a student has registered and updated their profile, resume through MU Career Manager, they are eligible to sign-up for **on-campus interviews** with companies scheduled to visit Marquette University. To sign up for an interview, a student must be qualified for each interview based on criteria such as major, graduation date, GPA, and **visa status** etc.

There are basically two ways to do a job search:

REACTIVE SEARCH: RESPOND TO “WHAT IS ADVERTISED.”

The Marquette Website has these job search sites listed on its website: www.marquette.edu/csc

The CSC Website (www.marquette.edu/csc)

Start here to gain access to information for your career planning and job search needs. Highlights include:

MU Career Manager

- Internships and full-time positions
- Online resume submission for on campus interviews; searchable by employers
- Calendar to track positions and upcoming career events

Golden Eagle Search

- Comprehensive web-crawler job search engine
- Search internships and jobs by skill area from over 5 million national job postings

Going Global

- Country Career Guides packed with country-specific information
- Job Postings and Internship Listings for any country in the world
- Global Key Employer Directory contains 25,000 country-specific company profiles

Vault

- Online career library including company and career field information
- Research employers, industries, and career subjects

Reference USA

- Identify employers to actively pursue for positions
- Research industries/companies; executives, corporations, company description

Print Sources

- Newspapers throughout the U.S. like the *Milwaukee Journal/Sentinel* list jobs both in print and online
- Many Fortune 500 Companies list jobs on their websites
- Professional Associations often list jobs in their journals or on websites
- Kimberly-Clark Career Library Books and Directories in the Career Services Center
- CSC webpage listing of online databases www.marquette.edu/csc/students/joblistingsall.shtml

Make sure you click on the Riley Guide as this guide has EXCELLENT sites for international students:

Riley Guide

The following International specific links are available:

- [International Business Information](#)
- [International Professional CVs](#)
- [International Info to Aid in Your Job Search](#)
- [International Guides: Location Information](#)
- [International Salary Surveys](#)

Other Sources

International Job Finder – Where the Jobs are Worldwide – by Daniel Lauber
 (A helpful book with over a thousand international on-line job sites listed)

PROACTIVE SEARCH - Over 80% of positions are found through being proactive; that is using the following methods:

NETWORKING!!!!!!

Seeking Positions on One's Own

In some countries, graduates find jobs through family members or friends. In this country, you must rely more on yourself. Only about 20% of jobs are advertised in print or online. The rest are in the “hidden” job market and filled by word of mouth. That’s why it’s important to use contacts to find out about positions. This is called networking. To begin a network, talk to friends, families, professors, neighbors, and alumni of your school.

Use some of the internet social networks to make connections with people:

LinkedIn is a social networking site that has a strong focus on professional networking. It was established in 2002, and as of February 2009 had more than 35 million users in thousands of locations and hundreds of industries. Through this website you can establish professional “connections” with classmates, colleagues, friends, and any other contacts you may have.

Use internet social networks to make connections with people:

We're tweeting! 

- Follow the Career Services Center on **Twitter** (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging! 

- Be sure to visit the Career Services Center’s new blog, **Career Chatter** (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

We're on Facebook! 

- Become a fan of the MU Career Services Center on **Facebook** (www.facebook.com/mucsc). It can't hurt...right?

We're LinkedIn! 

- Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.

General Job Search Tips for International Students

There are more jobs in the U.S. open to international students in the technical fields: computer science, IT and engineering. Jobs are also a bit more in demand in the accounting field. However, when the economy is down, it is more difficult for F-1 students to find a position.

If you cannot find a position in the U.S., your next best plan may be to seek an international job. Since you have studied abroad, know two or more languages and have an excellent degree, you make a good employment prospect for worldwide employers.

See book International Job Finder, Where the Jobs are Worldwide by Daniel Lauber.

This is a recent, definitive publication whose purpose was “to gather together in one place the broadest collection of effective online and offline resources for finding international jobs.

Research companies that tend to issue H1-B sponsorships.

- <http://www.flcdatacenter.com/CaseData.aspx> - site that gives listings of companies that sponsored H1-B's. From the U.S. Department of Labor, Office of Foreign Labor Certification
- www.ForeignMBA.com—This site lists more than 70 employers that have a history of hiring MBA's
- <http://uscis.gov> – Do a search under H-1B visa for statistics of H-1Bs being hired.

Basic Information on Hiring of International Students

Each year the U.S. grants 65,000 H1-B visas to foreign nationals with at least a U.S. Bachelor's Degree or foreign equivalent. (20,000 additional visas are allotted for advanced degreed candidates.) H1-B visas must be sponsored by the employer you are working for (or will be hired to work for) and ends when you terminate employment with that company.

Some employers may not want to sponsor H1-B visas for the following reasons:

- Employers may be unfamiliar with the process and know that hiring an American is much easier. Therefore it helps if the international candidate understands the process and can explain the steps in detail. In general—
 - The employer must petition the government for the H1-B visa
 - The visas application must be submitted to the Labor Department for approval
 - A lawyer usually is used to handle the paperwork and process
 - The **employer has to pay the fees**
- Fear that the international student will sooner or later want to return to the home country. Training costs employers. (In big companies, the hiring and training of one employees costs upwards of 10,000.)
- Lack of top language skills. Many employers expect employees to have excellent communication skills. Even though international students can speak and write English, it is often not at the standard that employers desire.
- Some employers feel that by issuing H1-B visas, they are depriving Americans of positions. Therefore the international student must be able to explain that the government allows around 65,000 H1-B visa plus 20,000 extra for graduate students each year and that if a visa is not issued to you, it will go to another international student for another company.

If you have the opportunity to use Curricular Practical Training (CPT), take advantage of it as students are more competitive if they have had one or two internships. The more experience you have, the more interested employers will be. Many students who do internships for companies end up being hired full-time by the company.

Sell yourself! Let employers know your skills and what challenges you have overcome by studying abroad. Talk about determination, resourcefulness, hard work, dedication, ability to adjust and be flexible etc.

Broaden the area in which you can seek a position. In other words, consider a job that is related to your major but not your dream career position. For example, if you are have an Information Technology degree and want to do web development, consider other positions in IT.

Develop an excellent American resume. In general, American resumes contain information that talk about your ability, skills and experience to do a certain job. Employers cannot ask questions that go beyond your ability to do a job. For

examples, you should not put personal information on the resume like your age, race or your parents' occupations. These have no pertinence to your ability to carry out a position. Also, do not put a photograph on an American resume.

Once you upload your resume on MU Career Manager, counseling staff at the Career Services Center will critique it before making you active. (Make sure you check the box that says: *Would you like career services to critique your resume and e-mail you feedback?*)

RESUME TIPS FROM JOBWEB. (www.jobweb.com)

U.S. Employment: Challenges for International Students by Caprice Lantz

Resumes for Students Who Want to Work in the United States and Abroad

Generally speaking, there are major differences between resumes for employers in the United States and resume formats for employers in other countries. These differences do not apply to all countries and do not attempt to account for individual differences or for changes over time.

U.S. Resumes

- Concise, attractive marketing tool—summarizes jobs, skills, accomplishments, and academic background relevant to employment objective.
- One to two pages maximum.
- Does not include age, marital status, race, or religion.
- May or may not include completion of military service depending upon whether it is relevant or makes the person a stronger candidate.

International Resume

- Sometimes two or more pages
- Sometimes includes age, marital status, race, and/or religion
- Sometimes includes completion of military service.

Resume Tips for International Students

- Introduce employers to foreign companies and schools by providing a frame of reference.

For example:

- A \$10 million marketing firm.
- One of the top five universities in China.
- Second largest technology manufacturer in Europe.
- MIT of Turkey.
- Nigerian version of McDonalds.

- Emphasize strong English skills on the resume. For example: "Translated written and spoken English on a daily basis for two years."
- Ensure that writing skills are up to American standards by taking courses that include writing.
- Make sure the resume is free from grammatical and spelling errors as well as awkward use of language.
- Have resume reviewed by a career counselor. Ask for explanations about necessary changes in order to ensure that the same mistakes will not happen again.
- Maintain up-to-date copies of the resume in the format and language of native countries to serve as back-up for employment in home countries or to pass on to contacts.
- Create a resume by following The Quick Resume Checklist.
- Meet with a counselor for a resume critique in order to achieve the best possible display of skills and background.