

Writing a Resume for the U.S. Job Search

Resumes used in the U.S. may be different from those used in your home country. Please note: U.S. resumes do not include personal information such as health, marital status, date of birth, or photographs. In addition, U.S. resumes tend to be one page long and are very focused on presenting relevant and timely information. When listing overseas experience, it may be helpful to offer a very brief explanation about companies or educational experiences that are unfamiliar to U.S. employers (for example, "the second largest manufacturing company in Taiwan" or "one of the top five universities in India").

Please see "Resumes" and "Cover Letters" under Career Tools on AAACE's website (www.csueastbay.edu/aaace)

Networking with Personal and Professional Contacts is essential in finding internships and jobs in the United States. Develop a "30 Second Commercial" that tells a contact your name, major, skills, and career goals in 15-30 seconds. Practice your commercial so that you will be comfortable delivering it. Use your commercial with professors, student organizations, clubs, at employer events, and at other networking events. Don't let shyness or modesty get in your way. Make it a priority. Having relationships with recruiters increases the chances of being hired. *Please see "30-Second Commercial" and "Networking Tips" on AAACE's website (www.csueastbay.edu/aaace) under Career Tools' Guides-To-Go.*

Internships or Co-operative Education (CPT) provides career related experience and increases your networking contacts. *For more information on internships, see "Job and Internship Search" and "Co-operative Education" on AAACE's website (www.csueastbay.edu/aaace) under Career Tools. CIE provides individual advising on CPT and OPT.*

Joining a Professional Association can increase your contacts and keep you informed with job market trends in your field. Join the local chapter of a national organization (student membership discount rates are often provided) and attend meetings, conferences, and social events. Get to know professional members and ask for their business cards. You can locate professional associations on the Internet. *Go to weddles.com to find a list of professional associations by industry.*

Attending Career Fairs (Fall, Winter, & Spring Quarters) and Employer Information Sessions are great ways to make professional contacts, to learn about opportunities on campus, and to allow employers to get to know you.

Go to AAACE's website (www.csueastbay.edu/aaace) and enter the Pioneer Jobs portal. Once in Pioneer Jobs, select "AAACE Events", scroll under Category to find: Career Fair, Career Panel, Corporate Visit, or Information Session.

Informational Interviews are an effective way to begin the networking process and exploring different careers- especially when you are trying to enter a field where you don't have those connections. Not only are you finding out details about the company/position of the person you are interviewing, you are beginning a relationship. *Please see "Informational Interviews" on AAACE's website (www.csueastbay.edu/aaace) under Career Tools' Guides-To-Go.*

Interviewing in the U.S.

You are expected to be comfortable talking about your accomplishments, to demonstrate familiarity with the company and Job description, and to confidently persuade the employer that you are the best person for the position. The U.S. style self- presentation may seem rude or boastful, but it will be necessary to adapt to the U.S. norm in order to successfully compete. Body language is an important form of communication. Practice your firm, professional handshake and eye contact in order to greet your prospective employer with confidence. This form of communication gets easier with practice.

Please see "Interviewing" under Career Tools on AAACE's website (www.csueastbay.edu/aaace) and "Interview Stream" (online video) to record, review, and practice interviewing at your own pace on your own personal computer

Target Employers with a History of Hiring International Employees. U.S. companies with international branches or international companies with U.S. branches may be more familiar with and open to hiring internationals. However, the U.S. government, most national labs, security/defense industries and much of the aerospace industry generally require U.S. citizenship or permanent residency. Positions within state or local governments may be open to international candidates; however, some states may be more international-friendly than others.

Discussing Eligibility to Work with an Employer

Fortunately for employers, there is little paperwork involved in hiring an international student with OPT work authorization. However, if an employer is interested in keeping you after the practical training has expired, the process becomes more complex. Employers unfamiliar with the process of sponsoring someone's immigration status (H-1B) may be intimidated by the prospect. The best way to prepare for this is to learn as much you can about the options available to you. There is no "official" time when you are required to tell an employer about your student immigration status. Most employers will ask you either in the first or second interview. Be forthcoming about your situation, but also be informed. Ideally, the employer will understand that the skills and global perspectives you bring to the company far outweigh any extra measures needed to sponsor your work status in the U.S.

OTHER CAMPUS & ONLINE RESOURCES:

Work Permits and Visas- (CPT, OPT, H-1B)

University and federal government rules may vary depending on your visa status. It is your responsibility to be fully informed about these issues so that you can facilitate the hiring process for employers. Most visas require work that is "related to one's field of study." *To determine your eligibility to work in the U.S., check with CSU, East Bay's Center for International Education (CIE) at cie@csueastbay.edu or (510) 885-2880.*

A job or internship search takes a multitude of resources and strategies. The following resources provide a variety of lists of potential sponsoring employers, occupational outlooks, and job opportunities. Utilize these sources to build your job search strategy and targeted employers list:

- List of H-1B Employers (www.myvisajobs.com/reports/2013-H1B-Visa-Sponsor.aspx) or (www.goinglobal.com)
- H1 visajobs.com (www.h1visajobs.com)
- International Student Website (www.internationalstudent.com/jobsearch1)
- US Department of Labor (www.foreignlaborcert.doleta.gov/pdf/h_1b_temp_visa.pdf)
- H1 Base Top Occupation List: (www.hlbase.com/visa!work/H1BvisaBestOccupatonProfessionRanking/ref/15761)

Optional Practical Training (OPT) (post-completion of studies)

Students who are eligible for "Optional Practical Training" are allowed to work in the U.S. for 12 months (F-1 students) or up to 18 months (J-1 students) after completing their studies in the U.S. If you are interested in continuing your employment in the U.S. after your OPT has expired, you will need to apply for a different kind of immigration status.

H-1B Status

The H-1B status is commonly used by students after the OPT has expired. There is no restriction on the number of H-1B visas corporations may hire. Some employers sponsor international employees; others do not.

Transitional Resources

The U.S. cultural and employment norms may be quite different for an international student transitioning to the U.S. The following resources provide information on cultural norms, educational requirements, and obtaining visa information:

www.foreignborn.com www.internationalstudent.com www.internationalstudentnetwork.com
www.hlbase.com www.foreignlaborcert.doleta.gov/howdoi.cfm

Participating in Student Groups or Clubs can increase your contacts, leadership experience, skills, and confidence.

Information on numerous student clubs and organizations can be found at on CSU East Bay's Student Life and Leadership website at studentlife@csueastbay.edu.

Joining the English Corner offered by the International Students Club on campus is a great way to feel welcomed, to practice conversational English, enhance public speaking skills, gain social and emotional support, and more. Meetings are held on Thursdays from 2pm-3pm in the New University Union Diversity Center.

Contact-CSUEBISC@gmail.com

Joining the Toastmasters International Club on campus will help you develop better speaking and presentation skills, to learn to think quickly and clearly, build strong leadership abilities, hone your listening skills, and gain fellowship. Meetings are held on Thursdays from 5pm-6pm in the New University Union, Hayward Room. Contact-info@tmeb.org

Utilizing CSU East Bay's Student Center for Academic Achievement (SCAA) on campus will provide you with assistance in writing, math, and statistics, either online or in-person. Workshops on the WST and the writing process are also offered at SCAA. Make an appointment by calling (510) 885-3674 or stop by SCAA on the 2nd floor of the University Library for drop-in hours. Find out more at www.csueastbay.edu/scaa.