



International Student Career Guide

Writing a Resume for the U.S. Job Search

- U.S. resumes do not include personal information such as health, marital status, date of birth, or photographs.
- U.S. resumes tend to be one page long and are very focused on presenting relevant and timely information.
- When listing overseas experience, offer a very brief explanation about companies or educational experiences that are unfamiliar to U.S. employers (i.e., “the second largest manufacturing company in Taiwan” or “one of the top five universities in India”).

Personal & Professional Networking

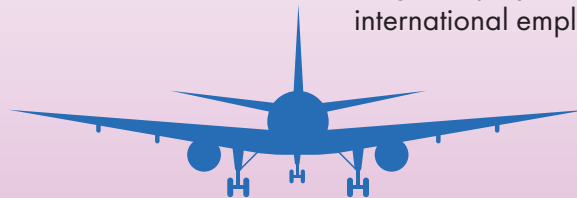
- Develop a “30 Second Commercial” that tells a contact your name, major, skills, and career goals in 15-30 seconds.
- Practice your commercial so that you will be comfortable delivering it to professors, student organizations, clubs and at other networking events.
- Make networking a priority, having relationships with recruiters increases the chances of being hired.

Opportunities to Network

- Internships or co-operative education provides career related experience and increases your networking contacts.
- Joining a Professional Association can increase your contacts and keep you informed with job market trends in your field.
- Attending career fairs and employer information sessions are great ways to make professional contacts, learn about opportunities on campus, and allow employers to get to know you.
- Informational interviews can begin the networking process and allow you to explore different careers.

Interviewing in the U.S.

- Be comfortable talking about your accomplishments, demonstrate familiarity with the company and job description, and confidently persuade the employer that you are the best person for the position.
- 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.
- Target employers with a history of hiring international employees.



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