

## INTERNATIONAL STUDENTS - RESOURCES

The Career and Professional Development Center provides a number of resources and services to support international students employment needs. They include:

- Career Counseling
- Employment Advising
- Career and Professional Development Center Library
- Student Employment
- Career Workshops
- Graduate School Advising
- On-Campus Recruiting Program
- Interview and Job Search Strategies
- Employer Presentations and Job Fairs

### JOB SEARCH STRATEGIES

**1. Concentrate your search on organizations and firms of all sizes.**

Large, medium and small-sized organizations may have openings for which international students may be qualified. Graduate students, especially those with PhD's, may be of particular interest to large employers since they recognize the need for recruiting international students because of the shortage of Americans with advanced degrees. Occasionally, international and American employers will be looking for international students for employment in the United States and abroad. Employer information and job search resources are available in the Career and Professional Development Center Library. The Career and Professional Development Center maintains a list of employers who hired international students. Use <http://www.h1visajobs.com>, an online database of American firms that have offered H-1B jobs to international professionals across all disciplines. See the Career Quick Tip, International Student Employers.

**2. Prepare an appropriate resume and employment letters.**

Take the time to organize a good resume that will be familiar to an American employer. Avoid including personal data. The main purpose of the resume is to highlight your academic and professional accomplishments and to obtain an interview. You may want to have 2 or 3 versions of your resume so you can market yourself to an American employer. This will help you emphasize certain skills and experiences to a specific audience. Employment letters should be no more than one page, typed and professional in appearance. It is recommended that you meet with your Career Consultant in the Career and Professional Development Center to review your resume and employment letters. For information to help you prepare your resume, go to Career Success Guide, [Resume-General](#)

**3. Deal with the immigration issue in a positive way.**

The question of your immigration status may be addressed in the employment interview. An effective approach requires preparation. You will want to research the basics about the U.S. Immigration Law regarding your particular status and how it relates to practical training, temporary worker status, and permanent residence. The more knowledgeable you are about the employment options available, the more confident you will feel about the discussion. Practice responses to potential questions. Information on employment authorization options for F-1 and J-1 students is available from the Office of International Education, Warner Hall 301 or visit their website at: <http://www.studentaffairs.cmu.edu/oie>.

4. The information and resources provided by the Career and Professional Development Center continue to be the best source of obtaining job search information. You can meet with a Career Consultant to practice mock interviews, review resumes and letters, and learn about the American recruiting system. Career fairs and Networking Events are an excellent way to market your special talents by meeting face-to-face with prospective employers. Workshops are another way to learn how to prepare for the job search; the Career and Professional Development Center provides a listing of workshops and programs that are offered throughout the year. [Career and Professional Development Center Events](#).
  
5. **Develop strong English language proficiency.**  
Proper communication and fluency of the English language is very important to the success of getting a job and being successful in the job. Students should begin working on their English language skills very early in order to support their academic and employment-related endeavors. Employers list communication skills, both written and oral, as the number one skill required of a candidate seeking employment. Students who need assistance with their language skills should contact the [Intercultural Communication Center](#), Warner Hall 308. The Career and Professional Development Center's Mock Interview Program can help international student practice language skills and learn about the American interview and recruitment process.
  
6. **Talk to people: advisors, faculty, friends, foreign student advisor, career consultants, and foreign alumni.**  
These people may hear of job openings or know of American employers hiring foreign students.
  
7. **Consider different regions of the country.**  
You may want to focus your efforts on regions of the country or cities with low unemployment rates; employers may have to extend their efforts to include foreign students to fill jobs. Additionally, smaller communities may have opportunities because American students may wish to relocate to urban environments.
  
8. **Participate in cooperative education, summer employment, and/or practical training.**  
The practical work experience you gain by working with an American employer could prove helpful when you seek post-graduate career opportunities. If you are interested in any type of work experience either prior to or after graduation, you will want to contact the Office of International Education regarding U.S. Citizenship and Immigration Services policies and procedures. The Office of International Education is located in Warner Hall 301.
  
9. **Expand your job search.**  
Include international firms operating in America, American firms operating in foreign countries, research laboratories in America and research grants/fellowships available from your home country for additional training in America. Resources are available in the Career and Professional Development Center and in the Reference Section of Hunt Library.

*Note: The United States Immigration law makes it possible for an international student to request permission to live and work in the United States either permanently or temporarily. This depends on a number of factors and you will want to become knowledgeable of the options that may be available to you under your current immigration status. The information presented in this handout does not represent official policy of the U.S. Citizenship and Immigration Services. This handout is intended to provide information, not legal advice.*