Strategies for Landing a Job or Internship in the US: A Workshop for International Students

Presented by:
Christine Bautista
Amy Skoll
Ella Connolly
Melissa Paschuck
Kelly Masegian
Afternoon Session

1:30-1:35 Welcome and Overview (Christine)
1:35-2:05 Orientation to US Job Search Culture (Christine/Amy)
2:05-2:35 Internship Search Strategies (Amy)
2:35-2:40 Break
2:40-3:25 F-1 Work Authorization Overview (Ella/Melissa)
3:25-4:05 Resume (Kelly)
Discussion:

Find a partner seated next to you. Introduce yourself with your name and major. Choose a question below and share your answer.

1. How has your job/internship search been so far?
2. What have you heard about finding jobs in the U.S. from your friends/peers/networks?
3. What are you hoping to get out of today’s workshop?
Orientation to US Job Culture
Presented by: Christine Bautista & Amy Skoll
Facts and Figures

Percentage of the Total Population Who Are Foreign Born
Santa Clara & San Mateo Counties, California, and the United States 2013

Top Occupations

- Computer Systems Analysts: 27%
- Software Developers, App: 14%
- Computer Programmers: 9%
- Computer Occupations, Other: 8%
- Software Developers, Sys Soft: 6%
- Management Analysts: 5%
- Accountants & Auditors: 4%
- Financial Analysts: 4%
- Operations Research Analysts: 4%
- Network & Computer Sys Admin: 4%
- Remaining Occupations: 1%

Top States

- California: 29%
- Texas: 19%
- New York: 10%
- New Jersey: 6%
- Pennsylvania: 6%
- Illinois: 6%
- Florida: 6%
- Massachusetts: 7%
- Georgia: 9%
- Washington: 9%
- Remaining States: 6%

1 Please note that applications received will not match posted disclosure data as this data set only includes adjudicated applications.
Obstacles Facing International Students

✓ Language Barrier
✓ Cultural Differences
✓ Legal Complexities
✓ Uncertainty
✓ Networking/ Connections
✓ Competition
✓ H1B Caps
✓ Cost of Sponsorship
✓ Time Pressure
✓ Pressure from home
US Employment Realities for International Students

• International students must work much harder than domestic students

• English language skills matter

• International students must bridge the cultural gap to sell themselves

• International Students need to navigate the job search process along with understanding work authorization eligibility
Hiring the Best and the Brightest

- Smart with multiple skills
- Brings in new perspective and creativity
- Determined and loyal
- Able to navigate different cultures
Shrey Mehta, Software Engineering 2014
Hear what Shrey, SJSU International Student Alumni did to land an internship and a job in the US

https://youtu.be/gepHJFFiRH4
✓ Time is money
✓ Confidence (not cockiness) is Key
✓ Solution/Action-Oriented
Standing Out/ Personal Brand

WHO DID YOU NOTICE MORE?

Be Different...
✓ The Value of Being Well-Rounded
✓ Making A Connection
✓ Masters of Small Talk

https://www.youtube.com/watch?v=Y2-8Fm1EUXw
https://www.youtube.com/watch?v=rjGt9Uskcno
Develop a Strategy

✓ Get involved on campus
✓ Attend networking events in the community
✓ Attend conferences, do training courses, be active on Github, etc.
✓ Be active (professionally) on social media sites
✓ Develop your “soft skills”
✓ Identify your goal-your why??
✓ Practice your English skills
✓ Build relationships with your professors
✓ Customize your applications
| Recruiters                      | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| *Post jobs and internships*    | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   |
| *Attend job fairs, information*|     |     |     |     | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   |
| *Conduct interviews*           |     |     | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   |
| *Make offers*                  |     |     | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   | ✔   |
Internship Search Strategies

Presented by Amy Skoll
Agenda

1. The Online Search
2. Networking
3. Making a Connection with Employers
4. Informational Interviews
5. Using LinkedIn
6. Professional Etiquette
The Online Search

**TIPS:**
1. Check posting date/ closing date
2. Check employment qualifications especially visa status!
3. Understand the recruitment timeline and limitations of employers
4. Apply Often!
5. Customize application/ Don’t just mass apply
6. Try a variety of different searches using different key words!
The Truth About “Networking”

- About developing relationships
- Sharing of information/resources
- Genuine & honest connection
- Not just for extroverts
- Not just in person (social networks)
- Takes time & requires follow up
- Polite, friendly and professional (not a gossip session)

You actually network everyday, but maybe haven’t realized it!
Ways to Connect

1. Volunteer in the Community
2. Go to a Hackathon
3. Go to Conferences
4. Attend networking events
5. Join groups on Meet-Up
6. Informational Interviews
7. Career Fair Events
8. Get involved on campus
9. Alumni Events
10. Develop relationships with your professors
11. Professional Associations
12. LinkedIn and other Social Media Platforms

Quality over Quantity
Networking Do’s:
1. Do your homework
2. Have relevant and interesting experiences and/or anecdotes prepared
3. Quality vs. Quantity
4. Have reasonable expectations
5. Be genuinely interested in what the other person is saying
6. Be conscientious of others time and boundaries
7. Thank yous and Follow Up
Networking Don’ts:
1. Don’t be over-eager
2. Don’t pester people
3. Don’t just ask people for jobs
4. Don’t come across as desperate
5. Don’t think about who you are going to talk to next when you are talking with someone
6. Don’t just pass out resumes
7. Don’t waste people’s time
Employers want to know:
1. Your major
2. Career interests
3. Type of position you are seeking
4. Work experience
5. Class projects
6. How your background and future goals will fit their organization’s needs.

Don’t forget!
1. What is your goal?
2. What makes you unique?
1. What do you find to be the most engaging part of working at _________ company?
2. What does _________ company look for in their new hires?
3. What advice would you give to someone who is interested in working for ________ company?
4. What would you say is the biggest challenge facing your department right now and what is the department doing to address it?
5. What led you to get a job at ______ company?
6. What was your background and experience before working at _________ company?
1. Set up Your Profile
2. Get recommendations
3. Have people endorse your skills
4. Access SJSU’s Alumni Network
5. Post Engaging industry-related posts
6. Research/Follow Companies
7. Join Groups
About the Career Field
• How did you get into this career? What did you do before entering this career?
• What is a typical day like? What are your responsibilities? What do you like most/least about your job?
• What advice do you have for someone preparing for a career in this field?
• What courses and/or advanced degree(s) would be helpful for me? What experience is necessary to enter this field?

About the Organization/Industry
• How did you get into this organization/industry?
• Describe your work environment.
About Future Growth/Salary Information
• Currently, how secure are positions in your field?
• What is the growth and promotional potential in your field? What areas are growing/changing in this field?
• What is a typical starting salary range in this field?

Follow-up
• Can you recommend other professionals with whom I should speak? May I use your name when I contact them?
• May I contact you again if I have further questions?
• Which professional publications/organizations and other resources do you consider relevant?
INTEGRITY: A key ingredient for success in the workplace

- Present information about yourself honestly and accurately
- Demonstrate business-like conduct
- Promptly acknowledge an invitation from an employer for an interview
- Prepare in advance
- Notify employers if you have to cancel or reschedule an interview
- Respond promptly to an offer of employment
- Accept offers in good faith
- Professionalism and good ethical behavior are keys to your success!
Writing a Resume
Presented by: Kelly Masegian
Agenda

• Purpose of a Resume
• What Employers Want
• Developing Strong Statements
• Resume Format
• Cover Letter
• Resources
How do you know if your resume is successful?
How long does the average employer look at a resume?
What does the employer want?

Analyze the job description

- What key words stand out?
- How can you show how your experience fits what they want?

Research the company

- What is their mission/values?
- What is the company culture?
What are your skills?

- What problems do you like to solve?
- In which classes are you doing well?
- What strengths/skills do you like using most? (writing, speaking, programming, research, analysis)
- What do other people say that you do well?
- In reflecting on past courses, projects or work experience, which tasks or roles did you enjoy most?
### Figure 1: Attributes Employers Seek on a Candidates Resume

#### NACE 2018

<table>
<thead>
<tr>
<th>ATTRIBUTE</th>
<th>% OF RESPONDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem-solving skills</td>
<td>82.9%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>82.9%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>80.3%</td>
</tr>
<tr>
<td>Leadership</td>
<td>72.6%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>68.4%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>67.5%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>67.5%</td>
</tr>
<tr>
<td>Initiative</td>
<td>67.5%</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>64.1%</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>60.7%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>59.8%</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>54.7%</td>
</tr>
</tbody>
</table>

- Are these skills related to a specific major or career field?
- Do you develop these skills in class, projects, or work?
- Review the [Transferable skills checklist (top 5)](#)
How can you **STAND OUT** from the crowd?

Accomplishment Statements (Resumes)
Accomplishment Statements

Most common mistakes made on resume according to employers:

1. Grammar/Spelling errors
2. Not targeted to a specific job or field
3. Listed responsibilities rather than accomplishments that demonstrate use of specific skills

Hardest part of writing a resume according to students:

1. Writing accomplishment statements

<table>
<thead>
<tr>
<th>Name</th>
<th>San Jose, CA</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Im A. Spartan</td>
<td>San Jose, CA</td>
<td>(408) 555-5555</td>
<td><a href="mailto:imaspartan@sjsu.edu">imaspartan@sjsu.edu</a></td>
</tr>
</tbody>
</table>

**OBJECTIVE**: Associate Marketing Specialist position with Ericsson Corporation

**EDUCATION**

San Jose State University, San Jose, CA  
Bachelor of Science in Business Administration  
Concentration: Marketing, GPA 3.6

**RELEVANT COURSEWORK**

- BUS 134: Customer Behavior  
- BUS 135: Marketing Research  
- BUS 136: Integrated Marketing Communications  
- English 18: Composition  
- BUS 138: Financial Accounting  
- BUS 20: Business Statistics  
- BUS 299: Marketing Management

**SALES AND MARKETING EXPERIENCE**

Marketing Intern, Safeway, Inc., Marketing Internship, San Jose, CA  
- Developed and distributed flyers and posters for 50 programs  
- Developed and edited 35 printed reports and PowerPoint presentations  
- Assisted Public Relations Department with media kits and local press releases  
- Assisted Public Relations VP with ongoing sales projections by researching and benchmarking

Sales and Marketing Projects, San Jose State, San Jose, CA  
- Created and presented marketing campaign for product needing new target market  
- Analyzed primary and secondary data to isolate and solve specific business challenges

Sales Associate, Target, Inc., San Jose, CA  
- Provided exceptional service to customers by assisting them in big ticket decisions and purchases  
- Trained 15 new employees in the process of inventory keeping and reporting  
- Met with company representatives to place merchandise orders totaling $15,000 per month

**LEADERSHIP INVOLVEMENT**

Campus Outreach Ambassador, San Jose, CA  
- Provided courteous assistance with campus resources, to new and continuing students  
- Gave weekly tours to 50+ visitors at a time and participate in student panels  
- Help coordinate outreach programs for high school students, set up events, schedule sta3 and communicate details to managers

**TECHNICAL KNOWLEDGE**

- MS Word, MS Excel, MS Access, PowerPoint
To write effective accomplishment statements, think of the acronym:

**S.T.A.R.** (Situation, Task, Action, Result)

1. Begin your statement with an action verb.
2. Outline the **Situation/Task**. *What did you do, What problem did you solve?*
3. Describe the **Action** you took. *What skills did you use?*
4. Include the **Result**, outcome, or learning of your action; *quantify with numbers or percentages when possible.*
Step I: What was the **challenge** that you faced?
- Help connect customers with services that they need

Step II: What **actions** did you take to solve problem?
- Acted in friendly and patient manner to assess customer needs
- Reviewed available resources and made referrals to ensure that clients received appropriate paperwork and signatures
- Developed a check-in system so clients were served in a timely manner

Step III: What were the **results** of your actions?
- Served over 200 satisfied clients per week
- New check in system allowed department to increase customer service ratings, and helped assess services that were utilized most
Experience:

San Jose State University, San Jose, CA  
**Customer Service Specialist**  (May 2013-Present)

• Assess client needs and ensure that they receive appropriate resources and signatures for paperwork

• Developed new check in system to serve clients more efficiently, which resulted in processing 200 clients per week and receiving increased customer satisfaction ratings

• Created weekly reports and Excel spreadsheets which were presented at monthly staff meetings
Typical Sections:

- Objective vs. Summary of Qualifications
- Education: can include related coursework, projects, and other training
- Relevant Skills & Strengths
- Experience (internship, volunteer, part-time)
- Specializations/Certifications
- Professional Affiliations

Be sure to include:

- Links to projects (LinkedIn, GitHub, Portfolio)
What is an applicant tracking system (ATS)?

- ATS is a software application used by a large majority of companies to scan resumes with the goal of finding a match between the job description and the candidate’s experience, qualifications, and skills.

Tips on writing a resume that passes ATS:

- **Upload your resume in Word format.** Some applicant tracking systems cannot read PDF’s.
- **Use keywords in context.** Mirror phrases, action verbs, keywords, and skills from the job description.
- **Research the company.** What industry terminology do they use?
- **Use standard formatting.** Avoid using tables, graphics, text boxes, headers, or footers.
Purpose:
- Address the WHY? Why this job, field, or organization?

1st Paragraph
- Who you are. How you heard of the position. Why are you interested in the company and position.

2nd Paragraph
- Pick your key skills as they relate to the position and provide specific examples.

3rd Paragraph
- Thank you and look forward to interview process.
Connect with the Career Center!

www.sjsu.edu/careercenter

Access Internship/Jobs
Database:SJSU Handshake

Attend Career Workshops &
Events
Meet with a career professional:
Drop-In Sessions
Appointments

Career Center:
Administration Building, 154
Phone: 408-924-6031
Email: careerhelp@sjsu.edu
Help the Career Center build relevant services by giving your feedback in this quick (2-minute) survey. Please enter the designated website address into a browser to launch the survey and share your feedback.


Your participation in this survey is voluntary and confidential. Survey participants are entered into a raffle for one of several $20 Gold Points cards awarded throughout the year. Thanks for helping us better support you!
THANK YOU