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

Presented by:
Mark Isham
Kristin Keller
Kelly Masegian
James Coon
Orientation to US Job Culture
Presented by:
Mark Isham
F-1 student attended:

- Intensive English institute
- Diablo Valley College
- San Jose State University

No internships, but worked on campus as

- Tutor
- Student Assistant
- Teaching Assistant
- Tech Consultant
Top 10 Visa Occupations

1. Software Developers, Applications
2. Computer Systems Analysts
3. Computer Programmers
4. Computer Occupations, All other
5. Software Developers, Systems Software
6. Computer Systems Analyst
7. Management Analysts
8. Accountants and Auditors
9. Network and Computer Systems Administration
10. Mechanical Engineers

Source: myvisajobs.com
Top 10 Visa Industries

1. Computer Systems Design and Related
2. Management, Scientific, & Technical Consulting
3. Colleges, Universities and Professional Schools
4. Architectural, Engineering and Related
5. Accounting, Tax Preparation, Bookkeeping, Payroll
6. Software Publishers
7. Scientific Research and Development Services
8. Securities and Commodity Contracts and Brokerage
9. Electronic Shopping and Mail-Order Houses
10. Semiconductor and Electronic Component Manufacturing

Source: myvisajobs.com
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<th>Rank</th>
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<tr>
<td>1</td>
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Source: myvisajobs.com
✓ 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 need to understand what US employers are looking for
- English language skills matter
- International students must bridge the cultural gap to market themselves
- International Students need to navigate the job search process along with understanding work authorization eligibility
Hiring the Best and the Brightest

- Multilingual and global view
- Courage to tackle the unknown
- Ability to excel in diverse workplace
- Bright and highly motivated
✓ Time is Money
✓ Confidence is Key
✓ Value-added Mindset
✓ 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
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
INTEGRITY: A key ingredient for success in the workplace

- Notify employers if you have to cancel or reschedule an interview
- Respond promptly to an offer of employment
- Professionalism and good ethical behavior are keys to your success!
Withdrawing Job Offer Acceptance

- After a student has accepted a job/internship offer, they should cease seeking or considering other positions, even if a more appealing offer is received later.
- Withdrawing a verbally accepted offer can create negative repercussions that may lead to an employer ending on-campus recruiting, which affects the whole campus.
Withdrawing Job Offer Acceptance

- If a student withdraws an accepted offer, the opportunity to apply with that employer at a later date may also be threatened.
- A student who withdraws an accepted offer of employment and/or internship may have their access to Career Center services suspended.
- Student will be required to professionally resolve the situation with the employer, and is recommended to meet with a Career Counselor for assistance.

www.sjsu.edu/careercenter
Students > Student Rights & Services Guidelines
Develop a Strategy

✓ Get involved on campus
✓ Attend networking events in the community
✓ Attend conferences
✓ Take training courses
✓ Be active (professionally) on social media sites
  ○ LinkedIn, Github, etc.
Develop a Strategy

✓ Develop your “soft skills”
✓ Identify your professional goal
✓ Practice your English skills
✓ Build relationships with your professors, classmates, alumni, career counselor
✓ Customize your job applications
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Internship & Job Search Strategies

Presented by Kristin Keller
SJSU Career Center
Shrey Mehta, MS Software Engineering 2014
Hear what an SJSU International Student Alumni did to land an internship and a job in the US

https://youtu.be/gepHJFFiRH4
Agenda

1. The Online Search
2. Networking
3. Making a Connection with Employers
4. Informational Interviews
5. Professional Etiquette
TIPS:
1. Check posting & closing dates
2. Check employment qualifications, especially Visa status
3. Understand the recruitment timeline and limitations of employers
The Online Search

**TIPS:**

4. Apply Often
5. Customize applications; don’t send out generic resumes en masse
6. Try a variety of different searches using different keywords
The Online Search
Networking: What is it?

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

You actually network every day; you just don’t realize it!
Many Ways to Network

1. Join SJSU student organizations
2. Attend networking events on and off campus
3. Conduct informational interviews
4. Attend career fairs and events
5. Volunteer on campus / community
6. Join professional associations
7. Build your LinkedIn network
8. Get to know your classmates, instructors, advisors, counselors, other staff

Quality over Quantity
Networking Do’s:
1. Research the company and/or individual
2. Prepare relevant and interesting experiences and/or stories
3. Focus on quality vs. quantity
4. Have reasonable, realistic expectations
5. Be genuinely interested in what the other person is saying
6. Respect others’ time and boundaries
7. Say “Thank you” and follow up
Networking Don’ts:
1. Don’t be over-eager or desperate
2. Don’t pester people, especially after the allotted time
3. Don’t just ask people for jobs
4. Don’t think about who you are going to talk to next when you are talking with someone
5. Don’t just pass out resumes
6. Don’t waste people’s time
Employers want to know:
1. Your major
2. Career interests
3. Type of position you are seeking
4. Relevant 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 like most about working at ‘X’ company?
2. What does ‘X’ company look for in their new hires?
3. What advice would you give to someone who is interested in working for ‘X’ 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 ‘X’ company? What was your background and experience before working at ‘X’ company?
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.
- How would you describe the work/life balance in this career field?

### 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?
To sum it all up:

• Form genuine, professional connections both in person and on social media.
• Respect US work culture concepts of time and boundaries.
• Ask relevant questions, stick to appropriate topics.
• Use online resources such as Handshake to find jobs, internships, and opportunities to connect with employers and career counselors, and GoinGlobal to find opportunities relevant to international students.
Writing a Resume
Presented by: Kelly Masegian
• Purpose of a Resume
• What Employers Want
• Developing Strong Statements
• Resume Format
• Cover Letter
• Resources
How long does the average employer look at a resume?
Job Description
We have an internship position available in the Accounting division of CSAA Insurance Group. We are searching for a self-motivated individual who is seeking a career in Accounting. This is a great opportunity to build your resume and gain experience working for an insurance carrier in California.

Who We’re Looking For
CSAA IG believes strongly in mentorship and we are seeking current junior or senior college students to participate in a 10 week internship. We are looking for a detail-oriented, diligent, and self-motivated individual willing to take on meaningful responsibility.
What does the employer want?

Qualifications

Required:
- Current College Student entering 3rd or 4th Academic Year
- GPA of 3.0 or above
- Strong communication, analytical and organizational skills
- Knowledge of Microsoft Office (Excel, Word, PowerPoint)
- Basic understanding of finance and accounting principles

Preferred:
- Experience creating professional presentations
- Accounting major and/or concentration
- Experience with data analysis / data analytics
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?
According to the National Association of Colleges and Employers (2018):

- Problem-solving skills
- Ability to work in a team
- Communication skills (written)
- Leadership
- Strong work ethic
- Analytical/quantitative skills
- Communication skills (verbal)
- Initiative
- Detail-oriented
- Flexibility/adaptability
- Technical skills
- Interpersonal skills (relates well to others)
How can you **STAND OUT** from the crowd?

Accomplishment Statements (Resumes)
Accomplishment Statements

Most common mistakes made on resumes according to employers:

- Grammar/Spelling errors
  - “Demonstrated ability in multi-tasting”
  - “Costumer service”
- Not targeted to a specific job or field
  - “A job at IKEA”
- Listed responsibilities rather than accomplishments that demonstrate use of specific skills
  - “Made coffee”
  - “Served customers”

Hardest part of writing a resume according to students:

- Writing accomplishment statements
To write effective accomplishment statements, think of the acronym:

**S.T.A.R.**

Situation/Task - Action - Result
Step I:
What was the challenge that you faced?

Step II:
What actions did you take to solve problem?

Step III:
What were the results of your actions?
Experience:

Customer Service Specialist  
Present  
San Jose State University, San Jose, CA

• Greet customers
• Made check-in system
• Present at staff meetings

May 2018-
Experience:

Customer Service Specialist  May 2016-Present
San Jose State University, San Jose, CA

- Developed new check in system to process clients more efficiently, ensuring approximately 200 clients per week receive appropriate services
- Increased average customer satisfaction ratings by 25% using new check-in system
- Gather data from check-in system to create weekly reports on Excel, present at monthly staff meetings to assess services and improve efficiency
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)
IMA SPARTAN
San Jose, CA
408-259-XXXX
imaspartan@sjsu.edu
linkedin.com/in/imaspartan

OBJECTIVE
Seeking to apply strengths in leadership and customer service to the Store Management Internship at Macy’s

EDUCATION
B.S. in Business Administration, General Business
San Jose State University (SJSU), San Jose, CA
5/20XX

Related Coursework: Retail Marketing Management, Marketing Channels and Institutions, Service Operations Management

PROJECTS
Marketing Team, SJSU Spring 20XX
- Led a team of 4 in developing a report and presentation on the segmentation and differentiation analysis to two prominent retail brands
- Final report and presentation indicated potential business growth strategies and potential ethical challenges
- Received an A for both the report and the presentation
RELATED EXPERIENCE

**Merchandiser/Salesperson**, Anthropologie, San Jose, CA
9/20XX – Present
- Design and assemble window and floor displays to increase sales of high-margin products
- Assist customers with selection and purchase of merchandise
- Have surpassed monthly sales goals 9/10 months since starting the role

**Lead Camp Counselor**, Sticks and Rocks Camp, Felton, CA
5/20XX – 8/20XX
- Coordinated all aspects of orientation, daily activities and communication for over 200 campers
- Collaborated with diverse camp staff to ensure campers enjoyed a safe, positive experience
- As lead, trained and supervised over 20 camp counselors, providing guidance and resolving problems

ACTIVITIES

**Participant**, Bay Area Retail Leadership Center Conference, SJSU
10/20XX, 10/20XX

**Volunteer**, Bay Area Retail Leadership Center Etiquette Lunch, SJSU
4/20XX
Tips for writing for ATS:

- Upload in **Word** format.
- **Use keywords** in context.
- **Research** the company.
- **Use standard** formatting.
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. Follow companies
7. Join groups

https://university.linkedin.com/linkedin-for-students
Cover Letter

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.

For more info, go to the Resume/Cover Letter Guide
http://www.sjsu.edu/careercenter/students/launch-your-career/Guide_Resume.pdf
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, 255
Phone: 408-924-6031
Email: careerhelp@sjsu.edu
THANK YOU