



Job Search for International Students

414.288.7423 ■ career.services@marquette.edu ■ www.marquette.edu/csc ■ Holthusen Hall, 1st floor

JOB SEARCH

There are two ways to approach an internship or job search. The **Reactive Method** allows candidates to respond to positions that they see advertised in print or online. The **Proactive Method** involves candidates networking, making contacts, researching companies and sending “cold” resumes. This handout will expand on these methods and give some basic information about the foreign national hiring and resume writing tips.

Experiential Training

Curricular Practical Training (CPT)—Allows international students to do an internship type of work experience for academic credit.

Optional Practical Training (OPT)—F-1 Visa allows an international student to work twelve months after completing the bachelor’s degree or a degree of higher status than the previous degree.

Reactive Search – React to what job vacancies are listed in, **online databases, newspapers, job publications** and **temp agencies**. This is the more passive way to find a position. If you are lucky and find a job through the reactive method, you will probably consider the job search very easy. However, approximately only 15% of jobs are gotten through this method.

MU Career Manager is the on-line career management tool for Marquette University students. The system allows students and alumni access to:

- Job, internship, and co-op postings
- On-campus interview schedules
- Employer research and directory information
- Career fair information and employer listings
- A resume posting database, searchable by employers

F-1 Students! Be aware that many companies do not interview F-1 students because they know you only have one year of practical training, and the company does not want to sponsor H1-B Visas. Please pay close attention to what companies will interview F-1’s. Employers specifically open to F-1s have selected F-1 as a category. Others did not use this field which means F-1s are welcome to apply, although there is no guarantee the organization is actively sponsoring F-1s.

Getting Started

You can create an account with MU Career Manager by visiting www.marquette.edu/csc and clicking the MU Career Manager link on the toolbar or the large green box on the right. You will create a personal profile and upload a resume in this process.

- Your account will be temporarily placed in a holding bin after you submit your resume.
- Your resume must first be reviewed and approved before you can access the system.
- Career counselors from the Career Services Center monitor MU Career Manager, review all resumes initially uploaded into the system, and provide students and alumni with feedback on their resumes.
- You will be granted full access to MU Career Manager after your resume has been accepted by a member of the Career Services Center staff.

You may also visit the Career Services Center in person to create an account with MU Career Manager, especially during daily walk-in hours.

Note: Students and alumni who had accounts with MU CareerTRAK had accounts transferred to MU Career Manager in June 2007. These individuals need to activate accounts with MU Career Manager by logging on with their CareerTRAK username and password, updating their profile, and uploading current copies of their resumes. Please visit or contact the Career Services Center for assistance with this process.

Requesting On-Campus Interviews

After a student has registered and updated their profile, resume and other career-related documents (optional) through MU Career Manager, they are eligible to sign-up for **on-campus interviews** with companies scheduled to visit Marquette University. To sign up for an interview, a student must be qualified for each interview based on criteria such as major, graduation date, GPA, etc.

There are basically two ways to do a job search:

Career Gateway

Check out the Online Services below on the Gateway at www.marquette.edu/csc!

1) Golden Eagle Search

This Job Search Portal has over 5 million *national* job postings that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

2) Vault Career Library

Vault is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. Resources include:

- 80+ Career Guides
- 3,000+ Company Profiles
- 1,100+ Vault Career Advice Articles
- Industry and Occupational Profiles
- Access to the Vault Message Boards for insider information

3) Career Alumni Network

The Career Alumni Network is part of the Marquette Alumni Association's database, MU Connect. Alumni who register on the database can choose to become a volunteer for the Career Alumni Network. They can then help students who contact them by offering advice, information and support as students research career fields, seek internships or search for full-time positions in a particular profession, city or organization.

To get in the Career Alumni Network:

- Students can access MU Connect through the MU Career Services Center Career Gateway at: www.marquette.edu/gateway. Use your eMarq username and password to log in.

4) ReferenceUSA

Reference USA is a database of 12 million companies and organizations. It is searchable by geographic location, SIC codes, company size, etc.

Print Sources

- Newspapers throughout the U.S. like the *Milwaukee Journal/Sentinel* list jobs both in print and online
- Many Fortune 500 Companies list jobs on their websites
- Professional Associations often list jobs in their journals or on websites
- The Career Services Center has subscriptions that come in regularly that list both national and international positions:
 - Current Jobs International*
 - International Career Employment Weekly*
 - International Employment Hotline*
 - ...plus national employment subscriptions*
- Kimberly-Clark Career Library Books and Directories
 - Directory of American Firms Operating in Foreign Countries*
 - Directory of Foreign Firms Operating in the United States*
 - Hoover's Handbook of World Business*
 - Work Worldwide*
 - International Jobs-Where They Are, How to Get Them*
 - International Jobs Directory – 1001 Employers and Great Tips for Success*
 - ... and many other job search books*
- CSC webpage listing of online databases (<http://www.marquette.edu/csc/students/joblistingsall.shtml>)
- International Sites on CSC webpage (<http://www.marquette.edu/csc/students/international.shtml>)

Other Sources

International Job Finder – Where the Jobs are Worldwide

(A helpful book with over a thousand international on-line job sites listed)

Finding sites through Google or Yahoo

Proactive Search- Over 80% of positions are found through being proactive; that is using the following methods:

Research

Informational Interviewing

Contacts

In other words.....**NETWORKING!!!!!!**

Seeking Positions On One's Own

In some countries, graduates find jobs through family members or friends. In this country, you must rely more on yourself. Only about 20% of jobs are advertised in print or online. The rest are in the "hidden" job market and filled by word of mouth. That's why it's important to use contacts to find out about positions. This is called net-working. To begin a network, talk to friends, families, professors, neighbors, and alumni of your school. Marquette has an alumni network listed above called *MU Connect: Career Alumni Network*. You can contact these graduates of Marquette for advice and information that you may need in your job search.

General Job Search Tips for International Students

There are more jobs in the U.S. open to international students in the technical fields: computer science, IT and engineering. Jobs are also a bit more in demand in the accounting field. However, when the economy is soft, it is more difficult for F-1 students to find a position.

If you cannot find a position in the U.S., your next best plan may be to seek an international job. Since you have studied abroad, know two or more languages and have an excellent degree, you make a good employment prospect for worldwide employers.

See book *International Job Finder, Where the Jobs are Worldwide* by Daniel Lauber. This is a recent, definitive publication whose purpose was "to gather together in one place the broadest collection of effective online and offline resources for finding international jobs.

Research companies that tend to issue H1-B sponsorships.

- H1VisaJobs.com— Online Database of American Employers for International Professionals. Contains 10 databases listing companies that have sponsored H1-B visas with the past few years. The information comes from the federal government. The Career Services Center subscribes to this site: (<http://www.marquette.edu/csc/students/intllistings.shtml>)
- <http://www.flcdatabcenter.com/CaseData.aspx> - site that also gives listings of companies that sponsored H1-B's.
- ForeignMBA.com—This site lists more than 70 employers that have a history of hiring MBA's
- <http://uscis.gov> – Do a search under *H-1B visa* for statistics of H-1Bs being hired.

Basic Information on Hiring of International Students

Each year the U.S. grants 65,000 H1-B visas to foreign nationals with at least a U.S. Bachelor's Degree or foreign equivalent. (20,000 additional visas are allotted for advanced degree candidates.) H1-B visas must be sponsored by the employer you are working for (or will be hired to work for) and ends when you terminate employment with that company.

Many employers do not want to sponsor H1-B visas for the following reasons:

- Employers may be unfamiliar with the process and know that hiring an American is much easier. Therefore it helps if the international candidate understands the process and can explain the steps in detail. In general--
 - The employer must petition the government for the H1-B visa
 - The visas application must be submitted to the Labor Department for approval
 - A lawyer usually must be hired to handle the paperwork and process
 - The **employer has to pay the fees**
 - There is no need for the employer to advertise the position and no need to determine if U.S. workers are available to fill the position.
- Fear that the international student will sooner or later want to return to the home country. Training costs employers. (In big companies, the hiring and training of one employees costs upwards of 10,000.)
- Lack of top language skills. Many employers expect employees to have excellent communication skills. Even though international students can speak and write English, it is often not at the standard that employers desire.
- Some employers feel that by issuing H1-B visas, they are depriving Americans of positions. Therefore the international student must be able to explain that the government allows around 65,000 H1-B visa each year and that if a visa is not issued to you, it will go to another student for another company.

If you have the opportunity to use Curricular Practical Training (CPT), take advantage of it as students are more competitive if they have had one or two internships. The more experience you have, the more interested employers will be. In 2000 one report showed that 53% of international students who were in an internship were offered full-time employment from their company.

Sell yourself! Let employers know your skills and what challenges you have overcome by studying abroad. Talk about determination, resourcefulness, hard work, dedication, ability to adjust and be flexible etc.

Broaden the area in which you can seek a position. In other words, consider a job that is related to your major but not your dream career position. For example, if you are have an Information Technology degree and want to do web development, consider other positions in IT.

Develop an excellent American resume. In general, American resumes contain information that talk about your ability, skills and experience to do a certain job. Employers cannot ask questions that go beyond your ability to do a job. For examples, you should not put personal information on the resume like your age, race or your parents' occupations. These have no pertinence to your ability to carry out a position.

OPTIMALRESUME

If you have not done a resume, you can create a new resume by using

OptimalResume.at: www.Marquette.edu/csc

OptimalResume™ is a comprehensive, web-based application (not a template) for students to create, present, and manage resumes. The working samples on OptimalResume have been customized by the Marquette Career Services Center to maintain the high standard already set for Marquette resume. OptimalResume's online resume technology is now accepted at hundreds of universities across the country and across the globe.

OptimalResume not only helps students build their best resume, but also saves them significant time and helps create an online marketing presentation of their skills and abilities. Its innovative Stylist makes it easy for students to pick from thousands of different resume styles, including pre-styled and custom options, and it's easy to change the look of an existing resume with a few clicks. Once the resume is complete, students can--in perfect format--upload it onto a website, paste it directly into an e-mail and save it as a Word document.

Once you upload your resume on MU Career Manager, staff at the Career Services Center will critique it before making you active.

Resume Tips from Jobweb. (www.jobweb.com)

U.S. Employment: Challenges for International Students by Caprice Lantz

Resumes for Students Who Want to Work in the United States and Abroad

Generally speaking, there are major differences between resumes for employers in the United States and resume formats for employers in other countries. These differences do not apply to all countries and do not attempt to account for individual differences or for changes over time.

U.S. Resumes

- Concise, attractive marketing tool—summarizes jobs, skills, accomplishments, and academic background relevant to employment objective.
- One to two pages maximum.
- Does not include age, marital status, race, or religion.
- May or may not include completion of military service depending upon whether it is relevant or makes the person a stronger candidate.

International Resume

- Sometimes two or more pages
- Sometimes includes age, marital status, race, and/or religion
- Sometimes includes completion of military service.

Resume Tips for International Students

- Introduce employers to foreign companies and schools by providing a frame of reference. For example:
 - A \$10 million marketing firm.
 - One of the top five universities in China.
 - Second largest technology manufacturer in Europe.
 - MIT of Turkey.
 - Nigerian version of McDonalds.
- Emphasize strong English skills on the resume. For example: "Translated written and spoken English on a daily basis for two years."
- Ensure that writing skills are up to American standards by taking courses that include writing.
- Make sure the resume is free from grammatical and spelling errors as well as awkward use of language.
- Have resume reviewed by a career counselor. Ask for explanations about necessary changes in order to ensure that the same mistakes will not happen again.
- Maintain up-to-date copies of the resume in the format and language of native countries to serve as back-up for employment in home countries or to pass on to contacts.
- Create a resume by following The Quick Resume Checklist.
- Meet with a counselor for a resume critique in order to achieve the best possible display of skills and background.

Updated Oct. 2007