

Career Planning for International Students

Learn how to apply for jobs and work in the U.S.



CAREER PLANNING

Your unique cultural background and skills may make you especially attractive to employers. The Office of Career Education (OCE) is dedicated to helping international students explore career direction, navigate the United States work environment, and develop job search, internship search and graduate school application strategies. The OCE offers a wide range of services and resources to help you prepare for your professional plans after Arcadia.

- Career Counseling: Exploring and planning your career
- Job and Internship Searches
- Résumé & Cover Letter Writing
- Interview Practice
- Graduate School Preparation

We offer daily *15-minute express advising support* for help with writing a résumé and using our online career management system, *Handshake*. You do not need an appointment at these times. For express advising hours visit: www.arcadia.edu/expressadvising. **Be sure to seek support from the Office of Career Education, early and often during your time at Arcadia!**

ONLINE RESOURCES

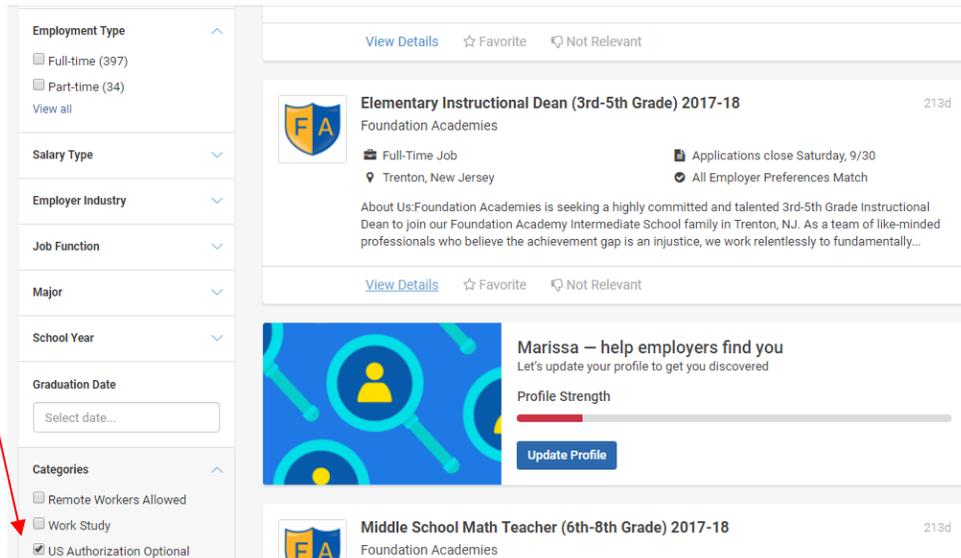
Handshake (<https://arcadia.joinhandshake.com>) is your resource for finding jobs and internships from employers who are looking to hire from Arcadia. You may also sign up for any career related events through *Handshake* and request meetings with a Career Educator. Once you are logged into *myArcadia*, you will not need a separate login for *Handshake*.

Career Launchpad (<https://careerlaunchpad.arcadia.edu/channels/international-students/>) A custom online portal where you can find all of the career-related news, advice, events, opportunities, resources, and more in one convenient place. There is an identity community with resources specifically for international students.

You can search for jobs that are available for international candidates by filtering your search in Handshake for

jobs with “US Authorization Optional” in the Advanced Search.

[OCE’s website](#) offers helpful information on topics including writing résumés, cover letters, preparing for interviews, conducting a job search, finding an internship and more.



DISCUSSING YOUR IMMIGRATION STATUS

Although it is illegal for a potential employer to ask you your race, nationality, or immigration status, they can however, ask you if you are authorized to work in the U.S. You are not required to offer the information if not asked about your employment eligibility, but it is very important that you are able to explain it if necessary. Not all employers are familiar with the work authorization associated with various immigration categories, so the more knowledgeable you are about the employment options available to you; the more confident you will feel about the discussion. **Discuss your work eligibility with Arcadia’s International Student Advisor.**

RÉSUMÉS

A résumé for a U.S. employer is a concise, attractive marketing tool that summarizes job skills, accomplishments, and academic background relevant to your employment objective. It is NOT a detailed chronological list of academic and formal work experience.

| You should include: | You should NOT include: |
|---|--------------------------------|
| Full Name (<i>given name, family name</i>) | TOEFL Score |
| Contact Information in the U.S. | Photograph |
| Career Objective (<i>optional</i>) | Immigration Status |
| Summary of Qualifications (<i>optional</i>) | Age |
| Education (<i>highest degree first</i>) | Hometown/Home Country |
| Relevant Experience (<i>most recent experience first</i>) | Marital Status |
| Leadership Experience (<i>optional</i>) | Race/Ethnicity |
| Honors & Awards (<i>optional</i>) | Religion |
| Languages (<i>other than English</i>) | Personal Interests or Hobbies |

INTERVIEWING

The most difficult thing for many international students during the interview process is discussing their qualifications. The U.S. is a highly individualistic, direct culture where employers expect you to show confidence in yourself and enthusiasm for the job. To do this, you must openly discuss your goals and accomplishments in order to convince them you are the best candidate for the job. Many international students feel boastful and disrespectful when trying to discuss their qualifications in such an individualistic manner. This is one of those situations where it is important that you practice expressing yourself confidently without sounding arrogant.

It is particularly important for international students to practice and get feedback before interviewing with organizations and graduate schools. The purpose of an interview is to demonstrate your skills and expertise related to the available position. Employers are interested in hearing about specific accomplishments and career goals. Elaborate on your achievements and emphasize your attributes using examples from your past

performance. American employers favor candidates who can demonstrate thorough knowledge of their professional skills and connect their qualifications to the needs of the organization. Learning to find the appropriate language is often difficult, so it is important that you take advantage of practice interviews with Career Education.

The quality of the interview for an international student can also be affected by cultural variables, such as language proficiency, nonverbal communication style, body language, and overall appearance. Interviewees are expected to be well groomed, to be able to communicate self-confidence, goal-direction, flexibility, and independence. Speak directly and clearly. In addition, communicate your self-confidence with a firm handshake in the greeting and closing. Also, maintain eye contact during the interview.

Especially as more companies are going global, it is an advantage to many employers to have a bilingual employee and/or an employee familiar with work abroad. The fact that international students have lived and studied in another country shows determination and resourcefulness. Convey to the interviewer challenges that you've faced and overcame in this process. Be prepared to explain to your potential employer how hiring you offers more advantages than disadvantages.

JOB AND INTERNSHIP SEARCH TIPS

Clarify your career goals. American employers seek candidates who are goal-directed and focused. As you begin your search, know what you want to do and be able to discuss your goals with employers. Apply only for positions open to individuals with foreign status. There are particular American companies, organizations, and government agencies that hire only United States citizens. Avoid pursuing positions with these organizations.

Develop a well-written résumé and cover letter. Your résumé and cover letter can determine how successful you are in attracting potential employers. Therefore, focus on your strengths and achievements. Highlight your multi-cultural background including language skills, work history, and educational experience. Information regarding your visa status need not be included in your cover letter or résumé (you will have to decide what is best for your situation). Be sure to have your documents edited by the Office of Career Education prior to applying!

Network to meet contacts working within your field. Networking is a process through which we develop and maintain relationships with professionals in order to solicit information, advice and referrals, which can facilitate the job or internship search. It will be one of your most valuable job and internship search tools. Maintain a list of people with whom you are in contact, including peers, relatives, professors, and past employers. This may open up many avenues for information that can lead to job or internship openings. The Office of Career Education offers on-campus networking opportunities including our *Knights Networking Nights* and annual *Internship and Career Fair*. Dates and details for these events can be found in *Handshake*. Additionally, LinkedIn, www.linkedin.com is a valuable tool for networking. Career Educators can work with you to help you build your LinkedIn profile and make connections with Arcadia alumni. You can even find alumni who were once international students and connect with them directly for their professional advice.

Target employers who have sponsored international candidates in the past. Searching for employers who have sponsored employees for work visas in the past is a great strategy. Once you find these employers, visit their career websites and network with current employees to apply for positions. MyVisaJobs is a great site to search for employers who sponsor by city and job category. <http://www.myvisajobs.com/H1B-Visa/Search.aspx>

Educate employers about the sponsorship process. Many employers may not be aware of how to sponsor an international candidate for a work visa and may be surprised at just how easy this is to do. Read this guide to learn more <http://www.webster.edu/documents/financialaid/student-employment/quick-guide-hiring-international-students.pdf>

ADDITIONAL RESOURCES

- **The US Citizenship and Immigration Services – The H1B Program:** <https://www.uscis.gov/working->

Office of Career Education □ Knight Hall Suite 100 □ 215-572-2939 □ careerhelp@arcadia.edu

Arcadia University and Arcadia University's Office of Career Education disclaim any liability for the recruiting, hiring, or employment practices of employers using Handshake or participating in recruiting events. Employer access to Handshake or recruiting events does not constitute an endorsement of that organization. Career Education is not involved in the actual transaction between employers and students/alumni.

[united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/h-1b-fiscal-year-fy-2018-cap-season](https://www.indeed.com/q-H1b-jobs.html)

- **IndeedH1B.com:** <https://www.indeed.com/q-H1b-jobs.html>
- **limmiHelp.com:** <http://www.immihelp.com/h1b-visa-sponsors/>
- **H1Base.com:** <http://www.h1base.com/visa/workintheusa/work/HowtofindH1BJobs/ref/1261/>
- **RedBus2Us.com:** <https://redbus2us.com/how-to-find-h1b-visa-sponsors-search-options/>
- **FindSpark.com – 5 Tips for International Students Seeking Work Visa Sponsorship:**
<https://www.findspark.com/international-students-work-visa-sponsorship/>
- **Myvisajobs.com – 2019 H1B Visa Reports: Top 100 H1B Visa Sponsors:**
<http://www.myvisajobs.com/Reports/2019-H1B-Visa-Sponsor.aspx>
- **A Guide to Internships for International Students in the US:** <https://www.noodle.com/articles/a-guide-to-internships-for-international-students-in-the-us>

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