**GUIDE TO**

**INTERNATIONAL STUDENTS’ JOB SEARCH**

**FIRST STEPS**
- Make sure your visa type is eligible for you to work.
- Manage your expectations and set realistic goals for yourself.
- Prioritize what’s important – a job in the United States, your home country, or elsewhere.
- Determine your strengths, skills, interests, and values.

**HOW SHOULD YOU PREPARE FOR YOUR JOB SEARCH?**

**Your Résumé**

Your résumé is an employer’s introduction to you. It’s important that it’s professional and tailored to the specific company and position to which you’re applying. Here are a few tips for résumés in the U.S.

**Heading**
- **Name:** Make sure this is the biggest thing on the page, in at least 18 point font. If you go primarily by your English name, you can include that, but it is up to you.
- **Address:** Include your current address. Do not include your address in your home country unless you are planning to search for jobs there.
- **Social Media:** If you have a LinkedIn account, include your customized link in your contact information, and make sure your profile is up to date.

**What to include and NOT include in a résumé**

Different countries require different information to be included in a résumé. Some information is not appropriate to put on a résumé because recruiters could potentially use personal information to discriminate against you in the hiring process.

**Do Include:** Full Name, Contact Information, Education (University, Major, GPA), Certificates, Work Experience, Volunteer Work, Honors & Leadership, Specialized Skills.

**Do Not Include:** Age or Birthday, Ethnicity, Gender, Photo, First Person Tense, Marital Status, References, Number of Children, Visa Information, TOEFL or GRE scores.

**Resources for more Information:** The MU Career Center Guide to Résumés has more in-depth information about résumés, and [http://online.goingglobal.com](http://online.goingglobal.com) has country-specific information.
Interviewing

You have many strengths and assets associated with your international experience, and you'll want to be sure to talk about these and how they are beneficial during your interviews. Here are some ideas for you to think about how you can package and market your international experience, as well as some tips specific to interviewing in the United States.

Helpful Interviewing Tips

- Prepare. Think about what you have to offer and be ready to provide examples to demonstrate your unique skills and strengths. The MU Career Center provides the opportunity to talk with Career Specialists (free) and to take assessments such as StrengthQuest ($15), which may help you to think about and be able to describe your strengths in the context of U.S. culture. Your international experience is an asset! Knowing how to articulate what your unique prospective can bring to an employer is crucial in an interview.
- Pay attention to nonverbal communication.
  - Watch physical posture – sit upright, face the interviewer, use minimal hand gestures
  - Maintain appropriate eye contact (don’t avoid, don’t stare)
  - If you did not hear or understand the question, you can ask the interviewer(s):
    - “I’m not sure if I understood you, do you mind clarifying the question for me?”
    - “Would you please elaborate on that question for me?”
  - If you need some time to think about a question, you can say to the interviewer(s):
    - “This sounds like an important question. Could you give me a second to think about it?”

Things to Avoid During the Interview

- You are not required to disclose personal information such as having a partner, spouse or children. Sometimes these topics may come up in casual conversation and you can disclose personal information if you would like, but questions asking about such things are not legal in the U.S., as they could potentially lead to discrimination in hiring.
- Do not ask about salary until the employer or recruiter brings it up. When they do, be prepared with research from sites such as the http://www.rileyguide.com to help you with negotiation.

Resources for more Information: The MU Career Center Guide to interviewing has more tips and in-depth information, and http://www.glassdoor.com for company-specific interviewing tips.

When, Where and How to Search for a Job Opening

- Networking: This is a very “American” term that you may have heard and wondered what it meant. All it means is that people you know – family, friends, professors, advisors, etc. – are great resources. Let them know you are searching for positions and the kind of work for which you’re searching. This is the #1 way job seekers learn of positions in the United States.
- Full Time Jobs: Visit the MU Career Center for help with job leads, attend University Career Fairs, and make sure your profile is up to date on http://www.hiremizzoutigers.com/
- Part Time Jobs: At the beginning and end of semesters, there are usually more openings. Be proactive and visit/talk to offices you’re interested in! Also, don’t forget to attend the Part-Time Job Fair hosted by the MU Career Center in the fall.

Resources for more Information: The MU Career Center Guide to Job Searching has more tips and in-depth information, and GlassDoor.com is a great resource for company-specific interviewing tips.
Where Can I Find All This Information?

General Information about Careers & Job Search: The MU Career Center provides resources and services to all Mizzou students in finding a major, exploring career options, seeking student employment, drafting a résumé or cover letter, developing job search strategies, building interview skills, and much more. [http://career.missouri.edu/career-services](http://career.missouri.edu/career-services)

Job & Internship Search: Here are several sites that international students have found particularly helpful in their search process.

- **HireMizzouTigers.com**: A free employment website that connects talented MU student and alumni job seekers to employers looking to recruit interns, part-time, and full-time hires. [http://www.hiremizzoutigers.com/](http://www.hiremizzoutigers.com/)
- **GoinGlobal.com**: GoinGlobal is a resource that includes 30 country career guides, culture advice, corporate profiles and more than 500,000 internship and job listings in the U.S. and around the world. You can access it through the [http://career.missouri.edu](http://career.missouri.edu) website for free. Particular areas of interest in this website are:
  - **H1B Visa employers by States**: [http://online.goinglobal.com/H1BStateList.aspx](http://online.goinglobal.com/H1BStateList.aspx)
- **AIESEC**: Large international student organization with a Mizzou chapter that helps place students in internships. [http://www.aiesecus.org/mizzou/](http://www.aiesecus.org/mizzou/)

MU Campus Programs: There are several offices and programs on campus dedicated to helping International Students learn more about U.S. culture and how to be successful in career pursuits.

- **Multicultural Community Hour.** Weekly informal, roundtable discussion where international students and visiting scholars meet with American friends in a casual atmosphere [http://asia.missouri.edu/involved/mch.php](http://asia.missouri.edu/involved/mch.php)
- **Intensive English Program (IEP).** This program offers non-native speakers of English a high quality program of intensive English Language training [http://iep.missouri.edu/iep.htm](http://iep.missouri.edu/iep.htm)
- **Conversation Partners - IEP.** Students meet with Americans outside of class to practice English and learn about U.S. culture [http://iep.missouri.edu/stu_life/iep_mu_act.htm](http://iep.missouri.edu/stu_life/iep_mu_act.htm)
- **Conversation Partners – Asian Affairs Center.** Visiting government officials, scholars, and students from Asia are paired with Americans [http://asia.missouri.edu/involved/cpartners.php](http://asia.missouri.edu/involved/cpartners.php)
- **Language Partners - Women's Center.** Connects a native English speaker with International Students for speaking practice [http://womenscenter.missouri.edu/language-partners/](http://womenscenter.missouri.edu/language-partners/)
- **International Center.** In addition to important information regarding your visa status and many other important issues, the International Center also offers several programs and services to support newly admitted, current, and graduating International Students [http://international.missouri.edu/students/](http://international.missouri.edu/students/)

Student Organizations: MU has more than 30 different organizations for international students to help them get more involved on campus and learn more about American culture. [http://international.missouri.edu/get-involved/organizations.php](http://international.missouri.edu/get-involved/organizations.php)
What Type Of Visa Do You Have?

There are many different types of Visas the federal government offers. These may include F-1 Visa, J-1 Visa, H-1B, and options such as Curricular Practical Training (CPT), and Optional Practical Training (OPT). Each type of visa has its own unique opportunities and restrictions, and it will be helpful for you when applying for jobs and internships to learn as much as you can about your visa status and options.

How to Answer Visa Questions?

Visa questions can be a sensitive topic to handle. The best way to prepare for visa-related questions is to educate yourself about the rules and regulations. Here are some general guidelines to keep in mind:

- Never withhold your visa status from an employer
- If you are a student with an F-1 Visa and have not applied for your OPT or CPT yet, let the potential employer know that this may be a possibility for you
- For specific information about CPT and OPT, visit the MU International Center website:
  - CPT Information: http://international.missouri.edu/come-to-mu/students/employment/off-campus-f1/cpt/index.php
  - OPT Information: http://international.missouri.edu/come-to-mu/students/employment/off-campus-f1/opt/index.php

Contact the MU International Center for all questions about your visa status. The International Center is your resource for all up-to-date visa information.

MU International Center, N52 Memorial Union, 573-882-6007
http://international.missouri.edu/

Next Steps

- Come to the MU Career Center to talk with someone about your career planning and to take a self-assessment.
- Visit our Career Guides link at http://career.missouri.edu/e-resources to download other handouts in our Cultural Awareness series.
- Check out the International Center for useful information regarding visa status, events, and resources for international students at MU. http://international.missouri.edu/come-to-mu
- Talk to fellow international students! They have experiences and tips that may be helpful to you.