Your Job Search and Application

International Students
April 4, 2022

UW-Milwaukee Career Planning & Resource Center

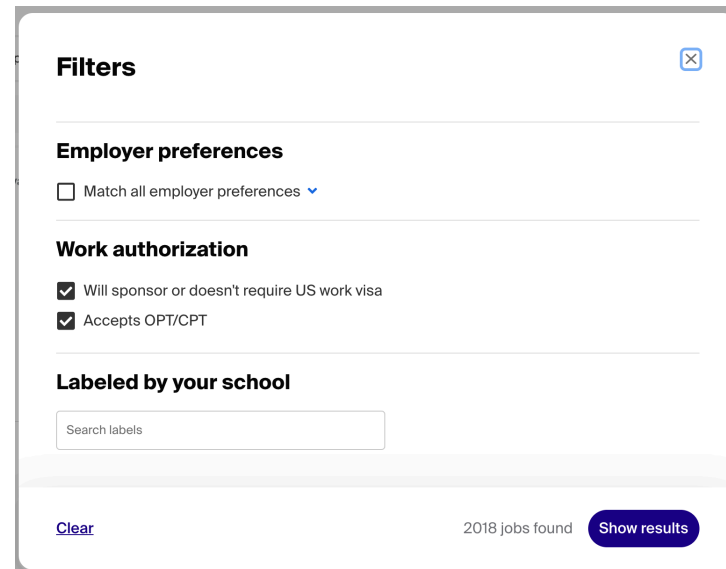# GoinGlobal

- Go to **Career Planning and Resource Center** and in the Students & alumni tab, click on Jobs and Internships, and then Job Boards
  - In the **Additional Resources section** to the right select **GoinGlobal** and login with UWM login, then create your account (currently in progress)

- **Create a list of companies that have hired international students in your field in the last two years** (making them a better option for International Students to apply to for jobs or reach out to for possible informational interviewing, job shadowing, or mentoring.)

- Select **Country Guides**
  - Click on the **H1-B Visas** tab
  - Type your field or select titles related to your field in the Search Box – use filters as needed
  - **Narrow the list of companies** by going back and add criteria to other filters if desired
  - **If the list is too narrow**, try broadening the title to field

Additional Tips – GoinGlobal

- Use the list to generate a list of employers to target for direct marketing
    - Notice the types of companies or organizations that have hired international students in your field
    - Google similar organizations/companies
    - Contact them directly
- Find out if the company has satellites or partner organizations of value
- Consider reaching out for informational interviews and advice if they are not hiring or if you are not ready to apply for jobs/internships

Handshake Job Search Step-by-Step - Demo

- Login and click on Jobs
- Click on All Filters
- Scroll to bottom
- Select one or both under Work Authorization
- Determine what other filters to use
- Adding too many filters may minimize number of options
- Use this list of jobs to learn which employers will hire and/or sponsor you

Filters ☒

Employer preferences

☐ Match all employer preferences ⌄

Work authorization

☑ Will sponsor or doesn't require US work visa
☑ Accepts OPT/CPT

Labeled by your school

Search labels

Clear   2018 jobs found   Show results

Reading the Position Description

Look for:

- Company Detail or Profile

- Position Expectations

- Minimum Requirements

- Preferred Requirements

- Application Submission Expectations

The Standard U.S. Resume versus the Rest of the Globe

Non U.S.

- Tend to be long, more of a life story (CV)
- Tend to be static
- Includes information such as H1B Visa number
- Includes d-o-b, family information
- Often incorporates references as letters

U.S.

- Brief – 1-2 pages
- May change dependent on circumstances
- No personal information
- References are separate and include contact information only
- Volunteerism and community engagement is included

Application Materials

- Resume/CV

- Cover/Submission Letter

- Reference List/Written References

- Required Certifications

Cover Letter Layout

- **Business layout** - include address, name, etc.

- **Introductory paragraph** – expresses your intention and interest

- **One to three "Body" paragraphs** – connect yourself to the position using your experience

- **Closing** – restate your interesest and include desire to speak further about your qualifications

Additional Cover Letter Tips

- **Use a writing style that reflects your personality**

  "My approach to management is simple: I strive to be the kind of leader for whom I'd want to work."

- **How will your skills and accomplishments benefit the potential employer?**

  Make the case that you're more qualified than all the other applicants. You want to make clear what distinguishes you, so the hiring manager can see why you're worth following up with to learn more.

- **Be assertive with your closing**

  "I believe I can be a valuable addition to your company, and I look forward to hearing from you."

Develop Your Brand

- Up to 80% of jobs are NOT advertised
- Resolve to create a phenomenal LinkedIn profile
  - Tell your story
  - Use your Introductory section to talk about your goals
  - Request to connect with individuals who work at the companies you learned about with GoinGlobal and Handshake
    - How to request connection
    - Elevator Pitch

Preparing for the Interview

- Review the position description

- Research the company/university

- Determine likely questions

- Review your resume/CV

- Look at yourself while speaking – notice non-verbal communication

- Practice out loud - Listen to yourself!
  - Use Big Interview tool – record and review
  - Use Appointments with CPaRC for mock interviews
  - Check Handshake for Virtual Mock Interview sessions given by employers

Etiquette and Tips

- Do not accept campus interviews to "practice" your interviewing skills – Use Mock Interviewing tool Big Interview or practice with colleagues

- Bring extra CVs/resumes to the interview - provide electronically – have email draft prepared

- Dress appropriately – suit or dress, khakis with button-down shirt and tie, academic attire – wear pants even if virtual!

- Prepare a list of questions you have for the interviewers

- Address faculty (and all interviewers) as they were introduced (i.e., use first names if this is how one is introduced)

- Exercise good manners and display collegiality at all times – You are 'Interviewing' any time you are with campus representatives. It is not complete until you drive away or fly away. This includes meals.

- Send follow-up thank-you letters or emails

- Remember: departments are seeking a **colleague**....so consider the interview a conversation among colleagues! **BUT…** You are still a candidate, even if the 'colleagues' fall into inappropriate behavior, you cannot.

Questions?

- Career Planning & Resource Center
  - Appointments are still virtual
- Request an appointment on Handshake
- Use our website to learn more
- Email us with questions – careerplan@uwm.edu – mention this program in your email