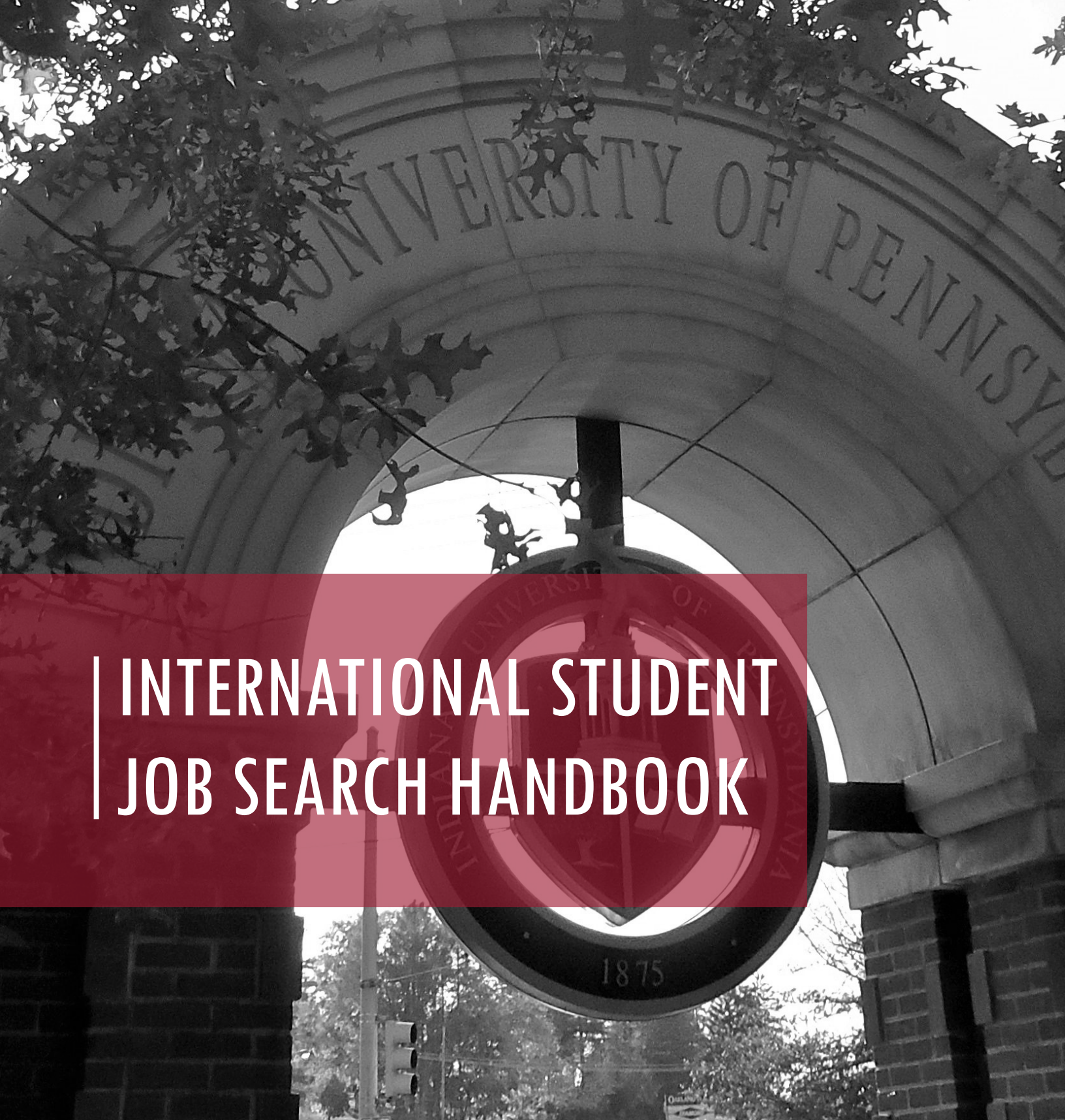




IUP OFFICE OF INTERNATIONAL EDUCATION

@IUPOIE  



INTERNATIONAL STUDENT JOB SEARCH HANDBOOK

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Written by Indiana University of Pennsylvania Career and Professional Development Center (CPDC) and Office of International Education (OIE).

This booklet was a collaboration of efforts between the IUP Office of International Education (OIE) and the IUP Career and Professional Development Center (CPDC). In 2010 Kate Cook, SAHE Graduate Assistant in CPDC and Richard Yong, MBA student and OIE Graduate Student Assistant and Jessica Dories, International Student Advisor put together the first draft of this book. 2014 updates made by Jesse Phillips, SAHE Graduate Assistant in the OIE and Zachary Saeva, Assistant Director, CPDC. 2023 updates made by Majid Alnahdi in the OIE in coordination with CPDC and OIE staff.

EMPLOYMENT FOR F-1 & J-1 VISA HOLDERS

On Campus Employment

All F-1 students are eligible to begin on-campus work after their SEVIS record is activated and they have completed requested background checks and applied for a Social Security Number. J-1 students and scholars will have to work with their international advisor to verify if they are eligible to work. International students are not eligible for federal work-study jobs but can apply for university employment.

Check for available positions at the IUP Career Development Center - www.iup.edu/studentemployment/

On campus employment by F-1 or J-1 students is permitted as long as the student works no more than 20 hours a week while school is in session. Students may be employed full-time during vacations and recess periods as long as they intend to register for the next term.

On-campus employment means employment performed on the premises of the school or at an affiliated off-campus location. On-campus employment may be of a type normally performed by students, such as, work in the school library, cafeterias, computer center, or in students' store, or employment that is part of a student's scholarship, fellowship or assistantship. International students have worked at the following locations:

- **Academic Departments**
- **Stapelton Library**
- **Aramark:** Aramark provides the dining services for the university and hires more than 450 students each semester to work in various dining facilities. For more information, pick up an application at the desired food facility.
- **The Student Co-Op Bookstore**
- **Kovalchick Convention and Athletic Complex (KCAC):** The KCAC hosts sporting events, such as basketball, and other events, including conferences, business meetings, and campus activities.

Under no circumstances are students permitted to accept off-campus employment without authorization on their I-20 or a USCIS EAD card. To do so is to violate USCIS law and would seriously jeopardize F-1 or J-1 visa status.

Students working on-campus are exempt from having to obtain an employment authorization card (EAD) from USCIS.



EMPLOYMENT FOR F-1 & J-1 VISA HOLDERS

F-1 Off-Campus Employment

There are 3 types of off-campus work permission. All require prior approval by the US Citizenship and Immigration Services and an International Student Advisor. The Office of International Education website has videos, applications, and general information about F-1 student employment:

www.iup.edu/international/students-scholars/students/current/employment.

The OIE hosts OPT/CPT workshops monthly as well as one Job Search Workshop every year in conjunction with Career and Professional Development Center.

Contact intl-education@iup.edu for more information.

1. Curricular Practical Training (Internship Work Permission)

In order for F-1 students to participate in on-campus work CPT experience during their studies, immigration regulations require that work permission be authorized through the OIE in conjunction with academic credits.

ELIGIBILITY REQUIREMENTS:

To qualify for CPT, undergraduate students must have completed at least nine months in F-1 visa status; Graduate students can begin in the second term if required by their program.

- Students must be in F-1 visa status, in good academic standing and making normal, satisfactory progress toward completion of their degree.
- The employment must be directly related to the student's major, first approved by the academic advisor, and credits for practicum or internship course must be earned.

HOW AND WHEN TO APPLY:

Work permission is the last step for an IUP internship. Students must first get a job offer and internship course approval through their academic departments.

Then, students can apply for CPT work permission. Allow ten days for the OIE to process CPT work permission. Applications are available online or at the OIE. Depending on credits earned and academic department recommendation CPT can be:

- **full-time: 40 hours per week during summer (if not taking other classes)**
- **part-time: 20 hours per week (if taking other classes)**

2. Optional Practical Training (OPT)

OPT is defined as "temporary employment for practical training directly related to the student's major area of study" An F-1 student who has maintained lawful F-1 status in a post-secondary level for at least 1 academic year may be eligible to apply for OPT work permission, OPT students receive an EAD (Employment Authorization Card) from USCIS. For every higher and successive degree, students can use 12 months of full-time work permission (OPT). This 12 month period can be broken into smaller periods during pre-completion of a degree or post-completion of a degree. All OPT must be used within 14 months of program completion of a program. A 24-month extension is available for STEM designated degrees only. See details below.

ELIGIBILITY REQUIREMENTS:

To qualify for OPT, students must be in legal F-1 visa status, in good academic standing and be enrolled for a degree program (Language Training and Exchange Students on F-1 visas are not eligible). Students can apply for OPT only after completing two semesters of coursework, or within their second semester.

WHEN & HOW TO APPLY:

OPT can be used before completing a program or after completion (see information below). Applications can be received by USCIS 90 days before your completion date and up to 60 days after your completion date. Allow at least 90 days for processing by USCIS. Students must apply through the OIE to get a new OPT I-20 **before** mailing all documents to USCIS. Work authorization does not begin until the EAD is received and EAD start date has been reached.

Workshops are held monthly at the OIE and applications are available at the OIE or online.

EMPLOYMENT FOR F-1 & J-1 VISA HOLDERS

F-1 Off-Campus Employment

Pre-Completion Practical Training:

Pre-completion practical training is permitted for F-1 students who have completed 2 semesters of coursework. Students can only apply for part-time OPT while enrolled in classes. Pre-completion OPT will be deducted from the 12 months of OPT available. For example, if the student is authorized for a month of part-time pre-completion OPT, they would be eligible for 11 months of post-completion OPT. Applications are submitted to the Citizenship and Immigration Services (USCIS) for final decision after OIE review. Students must apply through the OIE to get a new OPT I-20 **before** mailing all documents to USCIS. Work authorization does not begin until the EAD is received and EAD start date has been reached.

Post - Completion Practical Training: F-1 students are eligible for 12 months of post-completion practical training for each successive and higher degree. Time spent in pre-completion practical training is deducted from the 12-month period. Students can apply 90 days before completion of the degree or up to 60 days after completion. Applications are submitted to the US Citizenship and Immigration Services (USCIS) for final decision.

H-1B CAP-GAP EXTENSION:

Students who have timely filed an H-1B petition requesting an October 1 start date can remain in the US with work authorization and duration of F1 status. No extra application is necessary. This does NOT apply to those who filed for H-1B with a start date other than October 1. Contact OIE with H1B receipt notice to request CAP-GAP I-20.

OPT 24-month extension for degrees in Science, Technology, Engineering, and Mathematics (STEM) ONLY as determined by DHS (not IUP) –

IUP degrees that qualify can be found on the OIE website www.iup.edu/international/students-scholars/students/current/employment.html.

Students who are eligible for the 24-month extension should email intl-education@iup.edu for specific instructions on how to apply at least 90 days before the end of their post completion OPT period.

WHAT IS THE DIFFERENCE BETWEEN CPT AND OPT?

In short, CPT is employment that is given to successfully complete a required course. OPT is employment that is directly related to the student's major but not part of the student's curriculum.

3. Off-Campus Employment Based On Severe Economic Hardship

This F-1 employment benefit was created to address situations where a financial need beyond the student's control arises, which was unforeseen at the time of arriving in the U.S. To apply, a student must have been in F-1 status for at least two semesters.

If approved, off-campus work permission can be used on-campus and off-campus and allows student to work 20 hrs/week while school is in session and full-time during recesses. It is authorized in one-year increments. Student can reapply after one year for an additional year.

ELIGIBILITY REQUIREMENTS:

To qualify, F-1 students must have maintained valid F-1 visa status for at least one academic year (9-months). A student must also be in good standing as a student and carrying a full course (12 credits for undergraduates and 9 credits for graduates) of study during the academic year. Students must be able to demonstrate and document unforeseen severe economic hardship and lack of available on-campus employment.

Examples of 'Unforeseen circumstances' are:

- Loss of financial assistance or on-campus employment without fault on the part of the student.
- The value of currency from the student's country dramatically decreased.
- Inordinate increases in tuition and/or living costs.
- Unexpected changes in the financial condition of the student's source of support.
- Incurring large medical expenses.

WHEN & HOW TO APPLY:

Contact the International Student Advisor for an appointment to discuss this option and for an application.

EMPLOYMENT FOR F-1 & J-1 VISA HOLDERS

J-1 Off-Campus Employment

1. Academic Training

Academic training is work, training, or experience related to a student's field of study and offered through the OIE J1 Advisor. You must have permission and documentation prior to starting a paid position.

Contact intl-education@iup.edu for more information

EXCHANGE STUDENTS:

Qualify for academic training that equals the number of months they have studied.

- 1 semester exchange = 1 semester of academic training.
- 1 year exchange = 8 months academic training.

Students must turn in paperwork within 30 days of their program end date.

DEGREE SEEKING STUDENTS:

Training is permitted at any stage of study—during or after and cannot exceed an overall period of 18 months or period equivalent to duration of their program. Doctoral students may qualify for up to 36 months of training. If you begin academic training after completion of a degree, it must begin within 30 days of end of program.

ELIGIBILITY:

- Student must be in the US primarily to study rather than engage in academic training.
- Academic training must be done with a specific employer or training site and directly related to the field of study. Description of training is required.
- Student must be in good academic standing.
- Student must receive written approval in advance from International Advisor for duration of academic training.

Students may change employers, have paid or unpaid training—as long as documentation is provided from OIE to student for employer. Full time employment under this category is allowed during vacations and recess periods as long as the student intends to register for the next term. Time spent in pre-completion academic training will be deducted from the 12 months full-time academic training available for post-completion academic training. For example, if the student works 20 hours a week for 4 months, he/she would have two months deducted from the 12 months post-completion academic training.

For additional information please review the J-1 Academic Training Application, which is Available from the int'l student advisor at the OIE website.

2. Work Authorization Based on Unforeseen Economic Circumstances

The OIE International Advisor may authorize a student for this work permission because of serious, urgent and unforeseen economic circumstances.

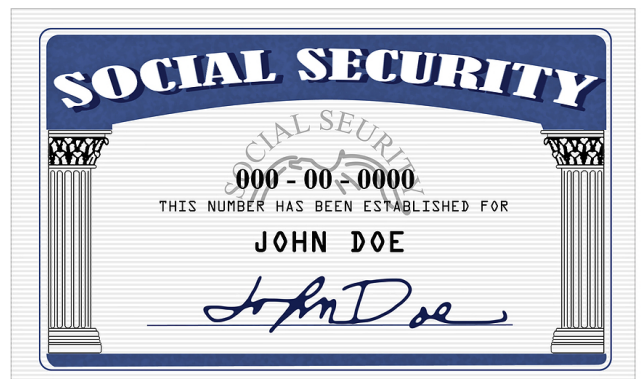
Examples are:

- Incurring large medical expenses
- The value of currency from the student's country dramatically decreased
- The student's sponsor has died or suffered an economic loss
- Other natural disaster in country

Please submit to the OIE:

- 1) A letter from applicant to OIE explaining how economic situation has changed since first receiving J-1 status.
- 2) A letter from employer stating: job offer, salary and starting and ending dates.

If approved, the OIE will issue a letter permitting you to legally work off-campus. This can be given in one year intervals and has to be renewed each year.



SOCIAL SECURITY CARD INFORMATION

The Social Security Administration requires all F-1 and J-1 students to supply evidence of employment before being issued a social security

EMPLOYMENT FOR F-1 & J-1 VISA HOLDERS

J-1 Off-Campus Employment

number SSN for on-campus work. For off-campus work, students can bring the EAD card with other documentation. A social security number (SSN) cannot be issued for identification purposes or for a driver's license.

Here are steps for receiving a Social Security Card:

Social Security Number for off-campus employment. Students who have NEVER obtained an SSN during their entire educational career, can request a SSN while completing OPT I-765. For OPT you do NOT need employment first. Take the EAD card, I-20, passport, visa and I-94 to the closest Social Security Office to apply for a SSN.

THOSE WHO ARE OBTAINING AN SSN FOR AN INTERNSHIP

must follow the same procedures for obtaining an SSN for on-campus employment.

- **STEP 1: GET A JOB ON-CAMPUS or OFF-CAMPUS INTERNSHIP (CPT)**

You MUST be employed, or be starting employment in the near future to be issued a SSN. If a potential employer does not understand why you don't have a SSN—they can contact the OIE. Students with Graduate or Teaching Assistantships, please take a copy of your contract to the Social Security Office with the Work Authorization Form (print online or obtain at OIE).

- **STEP 2: STUDENT FILLS OUT FORM:**

Social Security Work Authorization form available in the OIE or online: www.iup.edu/international/students-scholars/students/current/forms/index.html

- **STEP 3: EMPLOYER FILLS OUT FORM (#3 & #4)**

Bring the Social Security Work Authorization Form to your employer. If you are paid by IUP's payroll office — the Employment Identification Number is: 25-147069.

- **STEP 4: OIE SIGNS FORM (#1 & #4)**

Please drop off your signed form at the OIE and allow two days for signature

- **STEP 5: GO TO SOCIAL SECURITY OFFICE**

BRING:

1. Work Authorization Form

2. DS-2019 or I-20

3. Passport

4. Visa

5. I-94

You will be required to complete an application at the Social Security Office and meet briefly with an officer. You should be issued a card within 2-3 weeks.

SSN FOR IDENTIFICATION

Social Security Numbers will not be issued for: proof of identity, cell phones, utilities, or reservation of housing. It is not lawful for businesses to REQUIRE a social security number for identification.

Explain that you are not eligible for a SSN or are waiting to receive a SSN. Ask if you can provide an alternative form of identification. (Passport, international driver's license, notarized statement).



SSN FOR A DRIVER'S LICENSE or PA IDENTIFICATION CARD

If you do not have a job currently, you cannot be issued a SSN. To obtain a Driver's License or PA ID Card:

- Go to the Social Security Office and request a "Social Security Denial Letter"

You will be given a denial letter the day you request it.

- Take the denial letter to the Driver's License with other required documents to apply for PA license or state ID.

Contact intl-education@iup.edu for more information.

H-1B VISA INFORMATION

OVERVIEW

H1B status allows foreign individuals to work in United States legally as a professional. An employer must file an application for an H1B applicant. , H1B status cannot be obtained without employer authorization. There is a quota of H1B visas issued each year by the USCIS. These are assigned for applicants who have a degree or equivalent working experience to the job they have been hired for, that requires specialized knowledge or skills. Visit www.uscis.gov for more information about how to file and processing times.

ELIGIBILITY REQUIREMENTS:

- Must be maintaining your current visa status.
- Job Offer: A job offer which is related to your major.
- Employer: Employer must submit H1B application for you.
- Prevailing wage: It refers to the wage that you receive from the employer which must be higher than the wage set by Department of Labor based on the job's location, function, etc.
(www.dol.gov/general/topic/wages)
- Timing: The first day for eligible applicants submits their application is April 1st of each year. Please be aware that H1B status will not be valid or active until October 1. CAP-GAP eligible students can share a copy of their receipt notice to request CAP-GAP I-20.

HOW TO APPLY

Companies often have immigration lawyers, or employers may ask you to find your own lawyer to assist with the H1B application.

WHEN?

The H1B quotas are filled quickly. Please have your H1B Application ready as soon as possible.

HOW MUCH DOES IT COST?

You or your employer will need to budget for attorney fees. USCIS fees and additional information are available at www.uscis.gov

PREVAILING WAGES:

A prevailing wage is a wage that is set to be a fair wage for the job function and geographical location you are working in. The company must establish that you are being paid a fair wage to be eligible for the H1B. For example, John and Bonnie are working as a Computer Programmer but John is working in New York City whereas Bonnie is

working in Indiana, PA. The prevailing wage for John should be higher than Bonnie. Likewise, Andrew and Henry are working in Los Angeles but Andrew is an Electrical Engineer whereas Henry is a Salesperson. The prevailing wage for Andrew should be higher than Henry. Please consult an immigration lawyer or Department of Labor for the most accurate prevailing wage. Some immigration lawyers will charge for providing prevailing wage information.

SWITCHING EMPLOYERS — H1B TRANSFER:

H1B visas are employer-specific. Meaning, you cannot transfer jobs easily. Before you start a new job, you must have already applied for a new H1B with a different company. If you quit a job, you have 15 days to file an application for a change of status or a new H1B application. Applicants are usually encouraged not to quit the existing job until have received the application receipt from USCIS.

OPTIONS AFTER H1B:

1. If the H1B visa holder plans to stay in United States, it is always a good idea to start their green card process as soon as possible or a year before the H1B expires.
2. If you are planning to leave the country, be aware of your status end date.



H-1B VISA INFORMATION

H-1B Q & A

If I have my H1B, can I work with anyone?

NO. You will only be eligible to work with the employer which filed for the H1B Application.

Does the H1B come with an EAD Card?

NO. H1B does not come with an EAD Card. You will have a document (I-797), which indicates that your H1B is approved.

I can't get a full time job. Does H1B work for a part-time job?

YES. H1B can apply for full-time or part-time job.

Taxes — social security, Medicare?

H1B holders need to pay social security and Medicare taxes. Many F-1 students do not have to pay these taxes, so allow for this change.

Is there any possibility to apply for H1B after the quota has been reached?

YES, but there are certain requirements that must be met in order to be exempted from the quota. For example, a non-profit organization or entity related with an institution of higher education is exempted from quota and there is no set number of H1Bs issued. Applications can be filed any time. Please discuss with your employer, or consult an immigration lawyer to determine if your employer is able to exempt you from the quota.

I have a Masters Degree from my home country. I eligible for the additional 20,000 U.S. Advance Degree cap?

NO. The additional 20,000 caps are only for applicants who were granted an advance degree from United States institution. Please refer to USCIS.

What is premium processing? Am I going to get approved sooner by using this service?

Premium processing is a fee you can pay to USCIS to expedite your H1B application. It means that you will have a decision within 15 days after USCIS accepted your application package. If your H1B is approved, you cannot begin the H1B status until the start date listed on the approval notice.

If someone receives H1B approval does it mean that they can work using the H1B approval?

It depends. Qualified individuals are allowed to apply for H1B beginning of April 1st, but the starting date in the H1B approval will be on or after

October 1st of the same calendar year. If an applicant receives approval before the starting date stated in the approval, they need another valid immigration status to stay or work in the United States until the start date.

How long can I work using H1B status?

It depends on your employer — the H1B status can be extended up to six years. Each approval will not exceed a three-years period.

Is there a possibility to remain in the US if I want to continue working after six years?

Yes. 365 days before your sixth year ends, you should have your green card application started. If you have obtained I-140 approval, you may renew your H1B for three years until your green card is approved. On the other hand, if your I-140 is still pending, you have to renew H1B every year until your green card is approved. It is important to consult with experienced emigration attorney.

What is H-4?

H-4 is the dependent of an individual who has or is applying for H1. The dependant is an eligible spouse or children under the age of 21.

What does 'cap-gap' mean? My friend who graduated last year May told me that he has a cap-gap even though he received H1B Approval

DHS ruled that all students on OPT who timely file for the H1B can continue working after OPT ends until they receive adjudication of their H1B. If the H1B is approved, OPT authorization continues until H1B starts. The F1 status and work permission is automatically extended. No extra documents are given or required. Send a copy of your H1B receipt or approval notice to the OIE to request your CAP-GAP I-20 update. Make sure your employer has a copy of the H1B Approval notice to show work authorization. If an H1B petition is rejected, work authorization ends on that day or the end of OPT, whichever is later. At the end of OPT/H1B rejection notice, an individual still has the 60 day grace period to travel, change education levels or leave the US.

H-1B VISA INFORMATION

H-1B APPLICATION OVERVIEW

USEFUL LINKS:

- H1B Application Instructions:
www.uscis.gov/sites/default/files/document/forms/i-129instr.pdf
- H1B Application Form:
www.uscis.gov/sites/default/files/document/forms/i-129.pdf
- Premium Processing Instruction:
www.uscis.gov/sites/default/files/document/forms/i-907instr.pdf
- Premium Processing Form:
www.uscis.gov/sites/default/files/document/forms/i-907.pdf
- Labor Condition Application:
www.foreignlaborcert.doleta.gov/preh1bform.cfm
- H-4 Visa:
en.wikipedia.org/wiki/H-4_visa

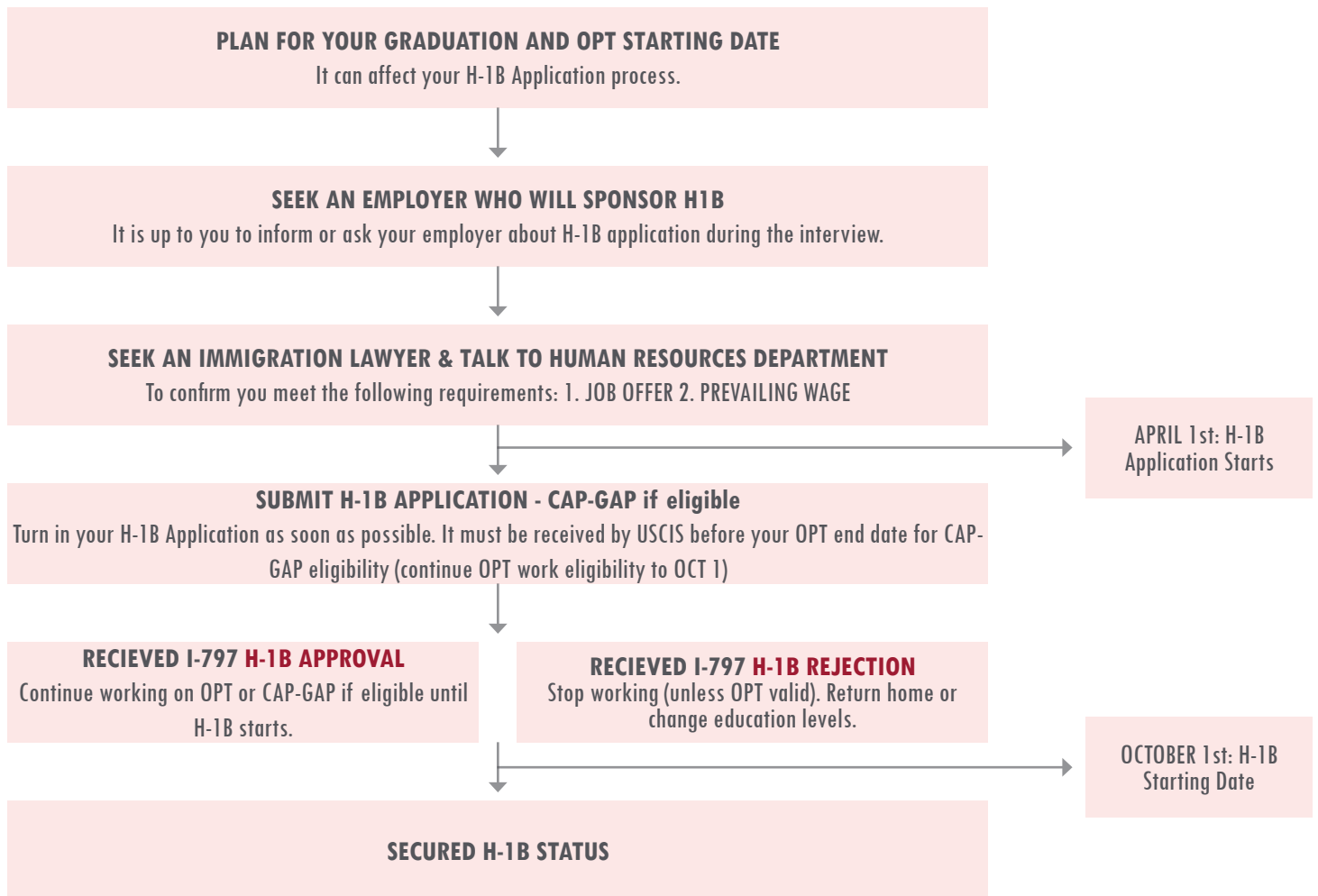
2023 H1B Visa Reports: Top 100 H1B Visa Sponsors

Rank: 1 - 25 | [26 - 50](#) | [51 - 75](#) | [76-100](#) | [search all](#)

SubReports: [Visa Status](#) | [Job Title](#) | [Occupation](#) | [Industry](#) | [Work City](#) | [Work State](#)

Rank	H1B Visa Sponsor	Number of LCA [±]	Average Salary
1	Amazon.Com Services	16,299	\$136,651
2	Cognizant Technology Solutions	13,907	\$97,952
3	Google	11,943	\$164,435
4	Microsoft	11,546	\$152,164
5	Tata Consultancy Services	11,168	\$104,055
6	Ernst Young	9,547	\$138,526
7	Infosys	7,702	\$95,609
8	Meta Platforms	5,422	\$185,090
9	Deloitte Consulting	5,219	\$128,687
10	Amazon Web Services	5,056	\$137,294
11	Apple	5,052	\$174,357
12	Intel	4,824	\$136,792

www.myvisajobs.com/Reports/



JOB SEARCH PREPARATION

RESUMES

A resume is an important document that can show an employer your knowledge, skills, and experiences that make you an ideal candidate for the position you are applying. This document must be tailored to the job that you are applying. Ideally you want to demonstrate that you can perform the tasks of the position description. The resume is just one aspect of the overall job search process; therefore getting the job is not solely dependent on the resume. However the resume is the first step. Consider the tips listed below and the proceeding samples...

- Your writing must be clear and precise. American employers do not appreciate flashy language or many compliments.
- A resume is a document that is meant to be concise and brief. It is a summary of your education, work experience, skills, and activities. Experience comes in all forms: working, volunteering, interning, or assisting a professor.
- The length of a resume is typically 1-2 pages in length.
- An American-style resume does not include information such as age, sex, race, marital status, religion, and should not include a photograph.
- Have someone else assist you with editing and proof-reading your resume. Visit the Career and Professional Development Center and have a professional assist you.

It's important to use 'verbs' and action words to begin each line on your resume. Here are some examples, see how they're used on the next few pages.

MANAGEMENT			COMMUNICATION			CLERICAL		
administered	developed	prioritized	addressed	enlisted	persuaded	approved	implemented	purchased
analyzed	directed	produced	arbitrated	formulated	promoted	arranged	inspected	recorded
assigned	evaluated	recommended	arranged	influenced	publicized	catalogued	monitored	retrieved
attained	executed	reviewed	authored	interpreted	reconciled	classified	operated	screened
chaired	improved	scheduled	corresponded	lectured	recruited	collected	organized	specified
contracted	increased	strengthened	developed	mediated	spoke	compiled	prepared	systematized
consolidated	organized	supervised	directed	moderated	translated	dispatched	organized	tabulated
coordinated	oversaw		drafted	motivated	wrote	executed	prepared	validated
delegated	planned		edited	negotiated		generated	processed	
RESEARCH			TECHNICAL			TEACHING		
clarified	inspected	surveyed	assembled	operated		adapted	evaluated	set goals
collected	interpreted	systematized	built	overhauled		advised	explained	stimulated
critiqued	interviewed		calculated	programmed		clarified	facilitated	
diagnosed	investigated		computed	remodeled		coached	guided	
evaluated	organized		designed	repair		communicated	informed	
examined	reviewed		devised	solved		coordinated	initiated	
extracted	summarized		engineered	trained		developed	instructed	
identified			fabricated	upgraded		enabled	persuaded	
			maintained			encouraged		
HELPING			TECHNICAL			FINANCIAL		
assessed	facilitated		acted	illustrated	revitalized	administered	developed	
assisted	familiarized		conceptualized	instituted	shaped	allocated	forecasted	
clarified	guided		created	integrated		analyzed	managed	
coached	referred		designed	introduced		appraised	marketed	
counseled	rehabilitated		developed	invented		audited	planned	
demonstrated	represented		directed	originated		balanced	projected	
diagnosed			established	performed		budgeted	researched	
educated			fashioned	planned		calculated		
expedited			founded			computed		

JOB SEARCH PREPARATIONS

RESUMES

RESUMES

a guide to developing your professional resume

STYLE

Chronological: this style of resume highlights your qualifications by time period and works particularly well for new graduates and those with a consistent work history. Dates should be justified on the far right side of the page, beginning with most recent experiences. (*This resume style is most preferred by employers/recruiters.*)

Functional: this style of resume highlights your qualifications by skill areas. Works well for those with gaps in their work history or concerned about their age/changing careers or jobs.

OTHER TIPS

- **Contact Information:** you can choose to have your full mailing address; just your city, state, and zip; or you can forgo an address entirely, as long as you have an accurate phone number and email, unless you're using a resume to autofill a job application.
- **Related Experience:** anything *related* to your current career goals and can include volunteer work, leadership roles, etc.
- **Professional Summary:** helpful for someone changing careers or if you're trying to showcase a diverse set of skills, work experiences, accomplishments, etc. Ideal for someone with a few years career experience.
- **Things to Leave Off a Resume:** No objective statement and no "References Available Upon Request."

FORMATTING TIPS

- 10-12 size font (Arial, Calibri, Open Sans, Tahoma, Helvetica, Verdana or any other sans serif style of fonts)
 - Name biggest and boldest -- use a 14-22 size font (size will depend greatly on other font size, font style, spacing, etc.)
 - Section headings should be left justified and the font should be slightly larger than text within each
- Single spaced, except between section headings, positions, etc.
- 1" or 1/2" margins
- Typically 1 page - if it goes onto a 2nd page, make sure you have enough relevant content for it to fill up at least half of the 2nd page
- Keep things in reverse chronological order (most recent first) throughout each section
- All dates are right justified
- NO template, QR codes, text boxes, pictures, colored font, etc.*
- Avoid lines ending with digits and then beginning with digits on the next line. Applicant Tracking Software (ATS) can accidentally mix up the numbers
- Don't use actual Header/Footer options, embed any text directly into the document
- Bolding, italicizing, etc. are helpful to call text out - just be consistent and use sparingly
- No "I" or "my" in a resume; no "responsible for" or "duties/included" phrases
- Save or submit as a PDF or follow directions on application prompt (*maintain a MS Word copy for easier updating*)

*Those in more creative fields may choose to use color and somewhat more creative layout for resumes if they're sharing/using in person.

★ BULLET POINTS

Action Word (correct tense) + Numeric Value (if possible) + Brief Description (what, why, how, results, value)

- *Coached 20 children ages 5-16 on self-defense strategies to better their self confidence and esteem*
- *Served an average of 12 tables per hour during dinner rush period and ensured customer satisfaction*
 - *Use traditional circle bullets rather than ones with unique characters*
 - *For numeric values, you can use a range, estimate, etc., if needed (doesn't need to be exact numbers)*
 - *These are fragment sentences, so you should not have any punctuation at the end*
 - *Aim for 3-5 bullet points per experience listed*
 - *Keep each bullet point to 1-2 lines of text*
 - *Focus on outcomes, results, etc. These should be action-oriented statements!*

DESCRIPTION

- **What** = discuss what you did.
- **Why** = why were your actions important?
- **How** = share how you completed the action.
- **Results** = what was the outcome of your action?
- **Value** = what value did your work/actions bring?

SECTIONS

- Contact Information (*)
- Professional Summary or Qualifications Summary
- Education (*)
- Experience (Professional, Work, Related, Other, Additional) (*)
- Professional Development
- Activities & Memberships
- Honors & Awards
- Skills & Competencies

*Sections will vary from person to person, but most resumes include contact information, education, and experience sections.

TAILOR YOUR RESUME

- Create a master resume with all your career experiences listed - this is not the one submitted for application
- Create specific resumes for each job/internship
- Highlight key words in the position description that align with similar skills, experiences, etc.
 - Mirroring language in the job description can be powerful

AND DON'T FORGET ...



Visit our website iup.edu/career to view career resources for more detailed information.

JOB SEARCH PREPARATIONS

SAMPLE AMERICAN RESUMES

(If you use an American name, include it in parenthesis or quotation marks such as Junko "June" Oita so the employer will know which name you prefer. Your name should be a bigger font size (14-24 point) than the rest of your

← **Name**
E-mail address
LinkedIn Address

For your address, you can include permanent, local, or no address at all

Campus/local address
City, State, Zip code
Area code + phone number

Permanent address
(this will be your home country)
Area code + phone number

EDUCATION

Name of school, city, state (or country)
Type of degree obtained or will obtain.
Minors (if any)
GPA or equivalent
Dean's List x/x semesters

← You do not need to list your high school, but remember to list universities you attended in your home country.

Expected Month Year
↗ Include "expected" if you are a current student with your anticipated graduation date.
Ex. May 2025

EXPERIENCE

Job Title
Employing organization, City, State

Dates (From — To)

- Use the above bulleted statement formula
- List positions in reverse chronological order (from most recent to oldest position)
- Remember: experience is both paid and unpaid! If you had an internship, you will list it in this section
- Do not end the bullets with a period (.) Bulleted items are not sentences; they are part of a list

SKILLS

- List skills that relate to your career goals or that will seem valuable to employers in your field such as:
- Bi-lingual (and list the languages and skill level i.e. native, fluent, advanced, proficient, beginner), computer programs, and software.

HONORS

- Using bullet point form, list academic or employment awards
- Name of the award, name of the organization. Month and year awarded

PROFESSIONAL DEVELOPMENT

- Include professional memberships & leadership positions, conferenced attended & presented election to honoraries. See examples below:
- Presenter, Name of professional organization, City, State Month Year
- Attendee, Name of professional organization, City, State Month Year
- Member, Name of professional organization Month Year

JOB SEARCH PREPARATIONS

SAMPLE AMERICAN RESUMES

Vijai Singh

201 Pratt Drive • Indiana, PA 15701 • v.singh@iup.edu • 724.357.2235 cell

EDUCATION

Master of Science, Computer Science Expected May 2022
Indiana University of Pennsylvania (IUP), Indiana, PA, USA

Bachelor of Engineering, Computer Science & Engineering May 2019
SV National Institute of Technology, Surat, India

SKILLS

Operating Systems: Linux, Solaris, UNIX, MS Windows 9x/NT/2000/XP/Vista

Databases: SQL Server, MS Access, Oracle 8.1, FoxPro

Programming Languages: C, C++, Java, C#, Prolog, LISP, Visual C++, Visual Basic, Perl, 8085 & 8086 ALP

Scripting &

Web Development: HTML, CGI/PERL, CSS, ASP, Java Applets, JavaScript, Java Servlets, JSP, XML Macromedia Dream Weaver

Tools & Packages: .NET, J2EE, Adobe Photoshop, Rhinoceros (3-D Modeling), Macromedia Director SPIN (model checker), ns-2 and NAM (network simulator & network animator)

Software Engineering Tools: MS Project, Rational Requisite Pro, Rational Clearcase, RationalClearquest, Rational Robot/Test Manager

EXPERIENCE

Graduate Research Assistant August 2019-Present
Department of Electrical Engineering, IUP, Indiana, PA, USA

- Implement a new network model in the physical and Mac layer of ns2 simulator

Graduate Research Assistant August 2016-December 2017
School of Architecture, IUP, Indiana, PA, USA

- Worked to improve transformation thought out 3-D platonic solids
- Utilized core programming in JavaScript and Java Applets, VML, and SVG

Assistant Research Engineer April 2016- July 2016
Samsung Heavy Industries, South Korea

- Computed work with algorithm design, 3-D modeling, and web programming

Systems Administrator June 2002-May 2004

Department of Computer Engineering, SVRCET, Surat, India

JOB SEARCH PREPARATIONS

SAMPLE AMERICAN RESUMES

KYLE M. JONES

232 School Street
Indiana, PA 15701

www.linkedin.com/in/Kyle.M.Jones

kylejones@gmail.com
(724) 111-1111

EDUCATION

Bachelor of Science in Communication Media

Indiana University of Pennsylvania (IUP), Indiana, Pennsylvania
Concentration in Interpersonal and Organizational Communication
Minor in Recreation and Leisure
GPA 3.7/4.0, Dean's list 8/8 semesters

Anticipated May 2018

RELEVANT COURSEWORK

Public Speaking

Intercultural Communication

Interpersonal Communication in Business

Group Leadership

RELEVANT EXPERIENCE

Section Editor, The Penn, IUP, Indiana, PA

August 2012 - Present

- Research, prepare and write 26 pieces about student life for publication in campus newspaper
- Supervise over 10 contributing writers, including weekly emails on suggestions and tips

President, Public Relation Student Society of America, IUP, Indiana, PA

August 2012 - Present

- Manage organization's \$5,000 budget to ensure proper allocation of funds.
- Train new Public Relation Student Society of America board members on organizational protocol
- Create, implement, and evaluate 10 workshops on becoming a better public relations practitioner

Student Caller

September 2011 - June 2012

The IUP Foundation Telefund, IUP, Indiana, PA

- Ranked #6 out of 50 student callers contributing to annual goal of \$20,000

ADDITIONAL EXPERIENCE

Sales Intern

May 2012 - August 2012

Telecommunications Industry Incorporated, Pittsburgh, PA

- Assisted Central and South America sales staff with Spanish to English translation
- Cold called over 40 foreign telecom organizations, introducing company and providing information about services offered

Student Assistant

September 2010- May 2011

The Office of Records and Registration, IUP, Indiana, PA

- Processed over 150 transcript requests each week for employment and graduate school applications
- Assisted with various clerical tasks, to include data entry, report writing and answering phones
- Awarded University Wide Student Employee of the Year April 2011

SKILLS

- **Spanish** - Proficient in reading, writing and conversational spoken ability
- **Social Media savvy** — including Facebook, Twitter, blogs, and LinkedIn

JOB SEARCH PREPARATIONS

SAMPLE AMERICAN RESUMES

Alexandra D. Smith

275 Student Lane • Indiana, PA 15701 • 724-555-8888 (cell) • Alexandra_Smith@gmail.com
www.linkedin.com/in/Alex.D.Smith

EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, PA

Bachelor of Science in Business Administration

May 2012

Minor in Computer Information Systems

- AACSB accredited
- Major GPA 3.65/4.0

Associate of Science in Liberal Arts and Sciences

May 2010

Westmoreland County Community College, Youngwood, PA

- Overall GPA: 3.5/4.0

RELEVANT RESEARCH PROJECTS

Management information systems, IUP — excel project

September 2011

- Used Excel to create decision support system to determine where to locate production; analyzed union wage proposal; calculated NPV for each country
- Calculated costs in other countries by applying appropriate exchange rates
- Researched projected cost of living and non-financial factors involving production in each country; composed management report with graphs detailing situation, analysis, assumptions made, findings, and recommendation

Business Negotiation, IUP — K-mart/Sears merge group proposal

September 2011

- Researched K-Mart/Sears merge in group of three; discussed financial history of organizations and analyzed reasons for merger
- Proposed solution that would allow each organization to maintain success and grow their market share; constructed and delivered PowerPoint presentation

EXPERIENCE

Executive Intern

May 2009 - August 2009

Target Corporation, Greensburg, PA

- Trained in each executive area while strengthening leadership skills
- Learn to deliver company's brand strategy with energy, enthusiasm, and execution
- Complete hands-on project that required implementation of acquired knowledge

Customer Service Representative

May 2009 - August 2009

Giant Eagle, Homer City, PA

- Expected to uphold and maintain customer service, satisfaction and appreciation
- Assisted customers, balanced cashier registers, and ran check deposits

COMPUTER SKILLS

- Familiar with both Microsoft Windows and Mac OS
- Adept at Unix, web design and social media technology
- Proficient in Excel and other Microsoft applications

JOB SEARCH PREPARATIONS

COVER LETTERS

A cover letter is one page in length and usually consists of three to four paragraphs. It introduces you and your skills and experiences to an employer and identifies your reason for sending it. The letter is also an opportunity for you to focus on and communicate to a prospective employer your relevant skills, knowledge and accomplishments that match the characteristics of a specific position or organization.

IMPORTANT POINTS TO CONSIDER WHEN WRITING LETTERS:

- Addressing the letter to a specific person is best. Never use “To Whom It May Concern.” If no name is listed, consider calling the organization to figure out whom to address the letter. Spell the person’s name correctly. If including a title, make sure it is their correct title, such as Dr. Mr. or Ms.
- Tailor each letter to each employer and job! Learn all you can about the employer before you write, and know why you want to work for that organization.
- Try to be “reader-oriented.” Do not overuse I or me. Remember that you want to show how you can contribute to the company or organization.
- Be positive and direct. Avoid words that express doubt, such as “I hope. . .” or “I think. . .” Also avoid conveying too much confidence that might be considered to be arrogance. It can be challenging to find the perfect balance between confidence and arrogance.
- Proofread! Any misspellings, poor grammar, or typing errors will greatly increase the likelihood that your application will be eliminated.
- Don’t forget to sign the letter. Omitting something simple like this is often a sign of carelessness.
- Don’t attempt to flatter the employer. This can look ill-mannered and come across poorly.
- Print the cover letter on quality resume paper if mailing it or delivering it in person.
- Limit the letter to one page.

Your street address
City, state zip code

Date (month day, year)

Name of addressee
Title of the addressee such as Mr./Mrs./Dr./Reverend
Name of organization
Street address
City, state zip code

Dear Name:

Introduce yourself by telling the employer some background information such as major. Tell the employer where you learned of the employment or internship opportunity. If a particular person referred you, mention that person by name. Briefly tell them why you believe you would be a good fit for this position.

Use the next one or two paragraphs to sell yourself. Highlight the portions of your resume that relate to the organization or position, without restating your resume word for word. Expand upon one or two points that are most applicable to the position. Most importantly, highlight your experiences and lessons you learned from them. Mention any personal qualities or characteristics that make you an outstanding candidate for the job. Less is more; use one body paragraph to really expand on a professional quality or characteristic. You might be a strong leader, but the employer will want to read HOW you are a leader. Examples can be helpful to illustrate these skills and experiences.

The final paragraph concludes with thanking the employer for his or her time or consideration. If you will be unavailable for any time in the immediate future, indicate this here, along with your expected return time and contact information (if it differs from the original information already given). Tell the employer that you are excited to learn more about this opportunity as well.

Sincerely,

Your signature here
Your typed name

Enclosures (if sending cover letter and resume via postal mail)
Attachments (if sending cover letter and resume via email)

JOB SEARCH PREPARATIONS

AMERICAN COVER LETTERS

HOW TO WRITE A COVER LETTER



The cover letter allows you to expand and elaborate on information contained in your resume. An effective cover letter is **designed and tailored specifically** for the position to which you are applying. Yes, this means tweaking each and every time you apply!

THINGS TO CONSIDER

- Be absolutely certain that your cover letter contains **no typos, grammatical and/or punctuation errors, or misspellings**. This document is not only your first impression but the employer may also treat it as a sample of your writing skills.
- **Appearance counts!** Format like a proper business letter and be aware of the amount of text to white space. Cover letters are never more than one page in length!
- Pay **attention to the qualifications sought in the job posting** and highlight the ones that you can offer in your letter. Often, mirroring the language/verbiage can be a good tool.
- Your cover letter **must be focused and specific to the position** for which you are applying. The generic, one-size-fits-all approach won't cut it!

FORMATTING TIPS

- Never longer than one page in length
- Use the same heading on your cover letter that you have on your resume
- 10-12 point font (Arial, Calibri, Open Sans, Tahoma, Helvetica, Verdana, or any other sans serif style of font)
- 1/2" to 1" margins
- Don't use the Header/Footer options, embed any text directly into the document
- Save or submit as a PDF or follow directions on application prompt (maintain a MS Word copy for easier updating)

COVER LETTER BREAKDOWN

- 1** PARAGRAPH
 - The title of the position
 - How you learned about it (e.g., job board, career fair, etc.) & through whom if you were referred by a specific person
 - Brief description of academic background (e.g., major, when you're graduating, etc.)
 - Explanation of WHY you are a good fit
 - Write a compelling lead-in statement expressing your confidence in being a highly qualified candidate
 - Use the position description to decide what you want to focus on here
- 2** PARAGRAPH
 - The lead-in statement should help you decide what to focus on in these paragraphs
 - Contains specific examples that relate to the qualifications listed for the position
 - You'll likely have 2-3 body paragraphs
 - Uses language mentioned in the job description to describe your experience
 - Mentions any personal qualities that make you an outstanding candidate for the job
 - Be focused and try to think about what a hiring manager would want to know that you possess/about your value proposition
- 3** PARAGRAPH
 - Start off your final paragraph with another statement reiterating your interest and excitement about the position
 - Indicate interest in speaking further
 - Include phone number and e-mail address where you can be contacted
 - Thank them for their time and consideration

Visit our website iup.edu/career to view career resources for more detailed information.

JOB SEARCH PREPARATIONS

SAMPLE AMERICAN COVER LETTERS

JOE A. DOE

www.linkedin.com/in/Joe.A.Doe • Home, PA 15747 • (222) 222-2222 • joe.a.doe@gmail.com

February 15, 2023

Mr. David Smith
Non-Profit Organization
100 10th Street
Somewhere, FL 34000

Dear Mr. Smith:

I am writing to express my interest in the Non-Profit Organization's Special Outreach Program recently posted on your company's website. As a senior at Indiana University of Pennsylvania (IUP) studying marketing, I was drawn to the Special Outreach Program because of its unique approach to social change and the opportunity to make an immediate impact with the work I would be doing. This position would not only be a good fit for me professionally, but it would also allow me to acquire a better understanding of effective leadership in a socially responsible career. I have a passion for helping others and am looking for a career where this goal is at the forefront of the organization's mission. I believe I am an ideal candidate for this position because of my problem-solving skills and my prior experience working in the nonprofit sector.

In both my academic endeavors as well as my extracurricular activities, I have learned to tackle complex problems and reach sound solutions, both as an individual decision-maker and as a team member. As the lead manager of a student-run organization at IUP, I have honed my ability to assess a situation or conflict as it arises, decide on a course of action, and evaluate its success in the long term. Just this semester there was an issue with a fundraising initiative we were hosting on campus, and in fewer than 12 hours, I was able to effectively find a solution that allowed us to still host the fundraiser and raise \$1,500 in the process. Whether it is finding opportunities for growth through advertising campaigns or streamlining an inefficient system of assistant managerial tasks, I have pushed myself to find new ideas to manage the challenges of overseeing an organization. I know regardless of the position there are challenges that arise daily, and I feel confident in my decision-making abilities to handle those head on and find workable solutions for the betterment of the organization.

My experience in the nonprofit sector has provided me with a firm understanding of the specific challenges the field faces, such as funding, strategy implementation, and longevity. At my internship last summer with Changing Lives for Good, a small nonprofit in Washington D.C., I was able to address some of these challenges head-on by researching non-federal grant opportunities and preparing applications. I can see that this position also includes grant work and I welcome the opportunity to use that skill set, should I be selected for this role. As someone who has been exposed to some of the challenges nonprofits seek help in solving, I am very excited by the opportunity to take an active role in working to identify root causes of systemic problems and learn new skills to develop positive and lasting change within your Non-Profit Organization.

I am extremely excited about the prospect of working for an organization that values its employees and works to make a real difference each day. I see this position as an optimal way to gain a better understanding of the most effective ways of creating sustainable solutions to the problems social impact organizations face, while also improving my own leadership and critical thinking skills. Thank you for taking the time to consider my application. If you would like to contact me, you may reach me by phone (222) 222-2222 or email (joe.a.doe@gmail.com). I look forward to hearing from you soon!

Sincerely,

Joe Doe

Joe Doe

JOB SEARCHING

Searching for a job can be a full-time job in itself. It takes a great deal of time, energy, and perseverance to find a position that best fits your needs and the employer needs. It is not uncommon for the job search process to take six or more months, however, the hard work pays off! There are many different strategies one can use to find a job. The first option that comes to mind is online search engines such as Indeed.com, monster.com, careerbuilder.com, and linkedin.com, etc). Besides these online websites, we would like to introduce some other options for students to consider.



Above is a picture from the Career Expo on campus in the Kovalchick Complex.

- **Job Fairs:** The Career and Professional Development Center hosts several job fairs on campus throughout the year. At both the HUB and the KCAC, visit www.iup.edu/career/ for dates and times. There are also job fairs off campus that IUP students are able to attend including the **Western Pennsylvania Colligate Job and Internship Fair** (offered in spring only) and **Pittsburgh Education Recruitment Consortium Job Fair**. For specific dates and locations, visit or contact the Career and Professional Development Center.
- **Networking Events:** Various sources have identified that nearly 80% of jobs are not publicly posted. This requires a certain skill set to unlock this “hidden job market.” Networking can be a great skill to tap into this market. Often times formal and informal networking events can create leads that might ultimately end in a job offer. The Career and Professional Development and Office of Alumni and contentious engagement collaborate several times a year to host networking events locally and nationally.

JOB SEARCH

JOB SEARCH OPTIONS

- **Company websites:** It is not uncommon for companies and organizations to post jobs and internships only on their website. Therefore regularly visiting the career section of an employer you would like to work for is important.
- **www.h1bvisajobs.com:** Is a search site that shows employer who are sponsoring H-1B visa.
- **Career Professional Development Center:** Meeting with a Career Coach can be helpful throughout the job search process. They can help you identify companies that might be of interest and identify resources. There many more job search engines listed on the Career and Professional Development Center website as well: <http://www.iup.edu/career>



Showing 1 – 12 of 965 results

Sort by (Default) ▾

12 Per Page ▾

Search by Keywords

🔍 Job title, keywords...

Category

📁 Choose a category... ▾

Job type

📄 Job type ▾

Experience Level

Fresh

1 Year

2 Year


3 Year

4 Year


+ Show More

Career Level


Manager

- 
Assistant Store Manager – H1B Visa Holder Job Featured


📁 Jobs for H1B Visa holder, Marketing 📍 Missouri (MO)

Full Time
- 
Solution Architect Workplace – Relocation as well as visa sponsorship is available Featured


📁 H1B Visa Sponsorship Jobs, Technical Architect 📍 New Jersey (NJ), Missouri (MO)

Full Time
- 
Internal Medicine Physician / Family Medicine Physician – almost 2 months off per year!! J1 / H1B accepted Featured

📁 H1B Visa Sponsorship Jobs, Jobs for H1B Visa holder
📍 Michigan (MI), Louisiana (LA), Illinois (IL), California (CA), Arizona (AZ)

Full Time
- 
Entry Level Software Tester (H1b Visa Sponsorship available) Featured

📁 Development, Software testing 📍 California (CA), Arizona (AZ)

Full Time
- 
Office Administrator

📁 H1B Visa Sponsorship Jobs, Jobs for H1B Visa holder 📍 Tennessee (TN)

Full Time

JOB INTERVIEWS

HANDSHAKE

FIND JOBS AND
INTERNSHIPS
TODAY!



 **handshake**

Handshake helps connect students and alumni with employers through online job and internship postings, on-campus interviews, career events, and more.

Don't miss your opportunity... Check it out today!



SEE WHAT HANDSHAKE CAN DO FOR YOU!

1. All current IUP undergraduate and graduate students can create an account for FREE by using their 4-letter single sign-on at iup.joinhandshake.com. Are you an alumnus or alumna? You can create a free account, too; just use your preferred e-mail address instead.

2. Once you create an account, the first thing you should do is set up your profile. Add a professional head-shot, upload your education information, work experience, organizations, skills, and SO MUCH MORE! In Handshake, you have the ability to keep your account private or designate certain information be visible to employers.

3. Navigate the site through the various tabs across the top of the page. Use the 'Jobs' tab to search for full-time, part-time, and internship positions that are posted and apply instantly (some jobs require additional applications and/or documents so make sure to follow directions accordingly!). Handshake allows you to easily and quickly filter searches by keyword, location, job type, salary, industry, major, etc.

4. Under the 'Jobs' tab you can also view any applications that were submitted, search employers that are currently on Handshake, and view on-campus interviews that you might have scheduled - all in one convenient location!

5. The 'For You' tab offers personalized job postings based on the industries in which you indicate interest. You can also find any jobs that you favorited or you can access saved searches with your preferred filters. Let Handshake help you search!



Build your career on Handshake with 6M other students and more than 200K employers.



For more information, go to www.iup.edu/career or call 724-357-2235.

JOB INTERVIEWS

JOB TIPS FOR INTERNATIONAL STUDENTS

JOB TIPS FOR INTERNATIONAL STUDENTS SEEKING AMERICAN EMPLOYMENT

- **References:** establish strong relationships; Notify when using them as references
- Use a variety of job searching strategies as indicated above and be open to adapt. Some American companies prefer that you email your resume to them, while others request you upload it to their website. Be sure you understand how to do either option. If you have questions, politely follow-up with the company.
- Consider applying to companies that do business abroad, especially in your home country. Your expertise with your home country may be a desired quality.
- It is okay to follow up with the employer if he or she has not given you a reply in a timely manner. Generally, if you have not heard from the employer within two to three weeks of the interview you should contact them to determine the status of your application.
- Visit the Career and Professional Development Center for resume and cover letter review. Ask a career counselor to proofread it for grammar, spelling, and word choice mistakes. You must take time to prepare these in a manner that suggests you have a command of the English language, that you understand the job market, and that you can market yourself effectively.
- Be flexible! At first, you may need to expand your job search by considering jobs outside your desired career in order to build your resume and increase your chances of obtaining an H-visa.

CULTURAL CONSIDERATIONS RELATING TO THE JOB SEARCH

- **Self-promotions:** As you construct your resume and prepare for an interview, be willing to share your accomplishments. Be confident in what you achieved but be careful not to sound arrogant and cocky.
- **Directness in communication:** American employers tend to appreciate direct communication such as looking people in the eye and being clear with the meaning of your words. Be appropriate and direct and make sure people understand you are what saying.
- **Self-disclosure:** Beware of illegal questions. See page 29 for an extended list of what is not appropriate to ask.
- **Individual responsibility:** You are in charge of finding a job for yourself. Others may help you find employment opportunities, but the final responsibility is yours.
- **The interview process:** The interview process in the states tends to be formal, but also depends upon the industry or field of study. This sense of formality includes professional attire and language.
- **Punctuality:** Arrive early to the interview. If possible be at the location of the interview 10-15 minutes early.
- **Individual equality:** In the United States men and women of all races and ethnicities are treated equally. Demonstrate both genders with the same level of respect.
- **Knowledge of company prior to the interview:** It is expected that you have a general knowledge about the company prior to arriving at the interview. Research the company online and be prepared to explain why you would like to work for their company based on what you know.
- **Eye contact:** Respectful to maintain good eye contact with whom you are interviewing. Switch gaze if multiple people

JOB INTERVIEWS

JOB INTERVIEWS & BEFORE THE INTERVIEW

Job Interviews can be an intimidating experience for those who are not prepared. The best way to prepare is practice and to be yourself. The employer is trying to assess if you are capable, willing, and a “good cultural fit” for the company.

The Career and Professional Development Center offers opportunities for international students to practice their Interviewing skills. There are two types of practice interviews offered a mock interview and a mini mock interview:

The Mock interview is a 15- 20 minute simulated interview and a 15-20 minute critique session. The interview is recorded and the interviewer will highlight several strengths and areas of improvements using the recording. A brief resume and cover letter review is also included. You will also be able to access the recording via a link for limited amount of time. The cost for this program is \$25 and there are set timeframes in order to participate. Visit the Career and Professional Development Center to pick up the instructions to sign up for a mock interview.

The Mini Mock Interview is also a simulated interview however, it is not recorded and fewer questions are asked. This can be helpful when trying to prepare for a several in-depth interview questions.

Analyze Strengths and Weaknesses: Since the main topic of the discussion will be about you, you need to know yourself. Start by doing some honest self-assessment. Evaluate your strengths and weaknesses and think of examples that demonstrate these qualities. When thinking about your weaknesses, consider how you are improving this area. Employers in the United States do not mind hearing that you have weakness, but they want to know how you are improving yourself for the future. Also, consider what you are looking for in a job and what you do not want. Think about your accomplishments and what you hope to accomplish in the next 5 to 10 years. Again, use past and present experiences in work, student organizations, class projects, and volunteer work to support your thoughts. In other words, begin to formulate in your own mind, not only what you would like to do but also what you feel you are best prepared to do. Simon Sinek, a well-known author, once said “people don’t buy what you do; they buy why you do it.” Sinek’s point refers to the idea that people are more likely to believe you if they see and understand why you are doing what, what you are doing.

- **Network:** Gain as much information as you can about your field by networking with peers, faculty, and alumni whose major was the same as yours. Consider attending networking events hosted by the Career and Professional Development center and the Office of Alumni Constituent engagement.
- **Know the Employer:** It is important that you have some knowledge about their policies, philosophies, products and services. Failure to do your research before an interview can greatly affect the likelihood of being hired. Read recruiting literature, annual reports, or trade publications, and familiarize yourself with their website. Do not try to bluff, or lie, your way through the interview--employers catch on quickly and know that you haven’t done your research.
- **Practice:** Consider scheduling a Mock Interview with the Career and Professional Development Center or with a trusted faculty member or friend. Practicing what you are going to say will help you feel more comfortable talking about yourself and increase your confidence.

SAMPLE INTERVIEW QUESTIONS:

1. Tell me about yourself.
2. Why are you interested in this company?
3. How has your education prepared you for this position?
4. Tell me about your strengths.
5. What is an area you are working on? (weakness question)
6. Where do you see yourself in 5 or 10 years?
7. How do you define teamwork?
8. How would your previous supervisor describe your work ethic?
9. Describe a stressful situation where you had to work out a problem.
10. How do you plan on staying up to date in this field?

JOB INTERVIEWS

WHAT TO WEAR

PROFESSIONAL DRESS: WHAT TO WEAR



FOLLOW THE 5 Ts TO ROCK YOUR PROFESSIONAL ATTIRE

Terrain

- Start by navigating the terrain or culture of the organization. What is acceptable dress?
- Do some research. Consider asking the individual that invited you for the interview, examine the company website to see how people dress, or stop by at the end of the day or during a shift change time and see what employees are wearing.
- A general rule to follow: *always dress at or slightly above the type of dress that you observe.*

Tailored

- Your appearance should look tailored and well put together. Think crisp lines and shape.
- Curly and straight hairstyles are both considered to be professional, and they should be shaped and styled. If you have a tendency to touch/flip your hair, pull it back so that it's out of your eyes.
- No matter if you are wearing a suit, dress slacks, or a business skirt, it should be pressed with a proper crease. Check your outfit over for any loose threads or tags left on clothing.
- Never leave the brand tag that is often sewn near the jacket cuff – also remove the threads that hold together the tails on a new jacket/skirt before wearing it.
- Always steam or iron new pieces of clothing - avoid wearing it right out of the bag. New and unwashed clothing can tend to have an odor as your body heats up, so always wash or dry clean prior to wearing.
- Shoes should be cleaned and shined and always wear socks or hosiery – avoid bare legs.
- If you wear make-up, make sure that it is applied conservatively.

Traditional

- In today's professional world, portraying a traditional and conservative image can often be seen as a positive thing.
- If you are unsure what to wear, reach out to other industry professionals in your network to see how traditional your dress should be. Some industries will be more lenient than others.
- Traditional clothing is recommended because you want to leave the interview and/or networking event and be remembered for your knowledge and experiences shared, not for a non-conforming, unkempt appearance.
- Don't forget that once you are hired, in many cases, you will have some flexibility with your daily dress.

Tone

- Be remembered for your answers and conversation; not for your busy patterns and bright colors. **When it comes to professional attire, less is more!**
- Natural/clear tones are best for nail colors, in addition to any neutral, medium, and dull red tones.
- Try to avoid dark color tops and instead wear solid color shirts in light colors such as white, cream, blue, etc.
- Suit jackets and sport coats should be darker than the shirt and complement any tie or other accessory being worn.
- Wearing a belt? It should match your shoes.
- Open-toe shoes are not professional attire. Stick to closed-toe shoes, flat/low heel, leather, or faux leather with matching socks.

Trimmings

- Any accessories or trimmings should complement your outfit.
- Tie colors and stripes should coincide with the color and style of the shirt and suit you are wearing.
- Avoid anything too flashy or too big - no more than two rings and opt for stud earrings, rather than long dangling earrings.
- Dangling, loose bracelets are potentially distracting during your interview. Do not wear these.
- Understand that some organizations find it acceptable for those who identify as women to wear earrings but no one else. This is why it's imperative to navigate the terrain and understand the corporate culture prior to choosing what to wear.
- When it comes to professional interactions (interviews, networking events) "flashy" is generally a no-no in terms of clothing – stand out for your answers and experiences rather than for what you are (or are not) wearing.

JOB INTERVIEWING

LEGAL AND ILLEGAL QUESTIONS IN INTERVIEWS

INQUIRY AREA	ILLEGAL QUESTIONS	LEGAL QUESTIONS
<p>NATIONAL ORIGIN/ CITIZENSHIP</p>	<ul style="list-style-type: none"> • Are you a US citizen? • Where were you/your parents born? • What is your “native tongue”? 	<ul style="list-style-type: none"> • Are you authorized to work in the US? • What language do you read/speak/write fluently? (This question is OK only if this ability is relevant to the performance of the job.)
<p>AGE</p>	<ul style="list-style-type: none"> • How old are you? • When did you graduate? • What is your birthdate? 	<ul style="list-style-type: none"> • Are you over the age of 18?
<p>MARITAL OR FAMILY STATUS</p>	<ul style="list-style-type: none"> • What’s your marital status? • With whom do you live? • Do you plan to a family? When? • How many kids do you have? • What are your child-care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? (This question is OK if it is asked of all applicants for the job.) • Would you be able and willing to work overtime as necessary? (This question is OK if it is asked of all applicants for the job.)
<p>AFFILIATIONS</p>	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> • List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
<p>PERSONAL</p>	<ul style="list-style-type: none"> • How tall are you? • How much do you weigh? (questions about height and weight are not acceptable UNLESS minimum standards are essential for the safe performance of the job.) 	<ul style="list-style-type: none"> • Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job?
<p>DISABILITIES</p>	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. • What was the date of your last physical exam? • How is your family’s health? • When did you lose your eyesight? How? • Do you need an accommodation to perform the job? (This question can be asked only after a job offer has been made) 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of this job? (This question is OK if the interviewer has thoroughly described the job.) • Can you demonstrate how you would perform the following job-related functions? • As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)
<p>ARREST RECORD</p>	<ul style="list-style-type: none"> • Have you ever been arrested? 	<ul style="list-style-type: none"> • Have you ever been convicted of _____? (The crime should be reasonably related to the performance of the job in question.)
<p>MILITARY</p>	<ul style="list-style-type: none"> • If you have been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> • In what branch of the armed services did you serve? • What type of military training or education did you get?

JOB INTERVIEWING

INTERVIEWING TIPS AND FOLLOW UP LETTERS

INTERVIEWING TIPS

- Be punctual for your interview. Plan to arrive 10-15 minutes before your interview appointment.
- Eye contact is expected and shows confidence.
- Each interviewer has a different interviewing style. Some interviews may begin with “small talk” or discussing topics that are light and unrelated to the interview, while others may begin with direct questions.
- Do not be afraid to self-disclose information you may feel is normally associated with bragging or boasting. During an interview, speaking about your strengths, weaknesses, personality, leadership style, or problem-solving abilities since all may be appropriate discussion topics.
- Researching the employer and demonstrating that knowledge during an interview is expected. This shows initiative and interest.
- It is acceptable to ask the employer at the end of the interview when they expect to make a hiring decision by email.
- Confidence in discussing goals, personal qualities, and accomplishments are traits of a good interviewee.
- Following-up with employers (Email, thank-you notes, etc.) is expected. When writing a thank you note to an employer, a simple blank note card with a message inside thanking the interviewer for his or her time and stating your hope to hear from them soon is sufficient.
- Be aware of your career goals and demonstrating knowledge of yourself and your career goals, and how both relate to the job.

FOLLOW UP LETTERS/E-MAILS

- After an interview or job fair, a thank you letter is appropriate. In fact, a follow-up letter or email is appropriate after any contact with an employer (even a rejection letter!). It is not only common courtesy, but follow-up letters are worthwhile for several reasons:
 - If the employer has suggested that you initiate any further contact or provide further information.
 - If the employer seemed really interested in you, and gave you a date/time period when you would be contacted.
- Sending a thank you note will remind the employers who you are, and what you have to offer. On the contrary, neglecting to send a thank you letter may actually lead the employers to overlook you.
- Sample Thank You or Follow-up Letter would include:
 - 1st Paragraph:** Express appreciation for opportunity; mention location and date of interview or meeting; make a positive statement about your interest in the organization.
 - 2nd Paragraph:** Emphasize a specific point which will make you stand out in the employer’s memory; supply any additional information which was omitted from the interview.
 - 3rd Paragraph:** Close with additional appreciation; make a positive statement about your qualifications for the position.





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