

GUIDE TO JOB SEARCH FOR INTERNATIONAL STUDENTS

FIRST STEPS

- ✓ Determine what kind of job you are looking for (i.e., full time or part time).
- ✓ Prioritize what's important – a job in the United States, your home country, or elsewhere.
- ✓ Manage your expectations and set realistic goals for yourself.
- ✓ Determine your strengths, skills, interests, and values, and how those fit with career industry.

STEPS IN THE SUCCESSFUL JOB SEARCH

Visa & Qualification

Work eligibility and restrictions vary by different types of visa, and the governmental licensure and certificates also vary on nations and states. It is highly recommended for you to visit the MU International Center's website or schedule an appointment with your advisor to make sure you are aware of all of your options.

Search

There are many different ways to discover job openings. While employers advertise some job vacancies, **a vast majority (60-80%) go unadvertised**. In order to tap into these "hidden" job opportunities, job seekers need to employ less conventional methods that rely on a personal touch. Using a combination of methods for a diverse approach is highly recommended.

Application

The first step for the employers to get to know you is presenting a well-organized **résumé** including your work history, academic accomplishments, professional skills, which determines your chances to get an **interview** to let them know you may be the right person they're looking for.

Expectations & Goals

- Anticipated location
- Desired career industry

Visa & Qualification

- Employment Authorization
- Licensure/Certification

Job Search

- Advertised & hidden jobs
- Networking

Job Application

- Résumé
- Interview

VISA AND QUALIFICATION

Employment Authorization

The most common options for international students with F-1 Visa to start working off campus are OPT (Optional Practical Training) and CPT (Curricular Practical Training). For the application process and other specific information about CPT and OPT, visit the MU International Center website:

MU CAREER CENTER

Lower Level,
Student Success Center

(573) 882-6801

career.missouri.edu

career@missouri.edu



- **OPT Information:**
An employment authorization for work experience that is directly related to your major field of study.
<http://international.missouri.edu/come-to-mu/students/employment/off-campus-f1/opt/index.php>
- **CPT Information:**
An employment authorization includes an internship, cooperative education (co-ops) or any other type of required internship or practicum.
<http://international.missouri.edu/come-to-mu/students/employment/off-campus-f1/cpt/index.php>
- **Academic Training:**
The work, training, or experience related to a student's field of study.
<https://international.missouri.edu/come-to-mu/students/employment/off-campus-j1/academic-training.php>

More Tips:

- Never withhold your visa status from your 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.

Licensure/Certification

Licensure or certification are required for some specific occupations to show that a person has the specific knowledge or techniques needed to do those jobs (e.g., teachers, doctors, counselors..., etc.). Typically, you earn these credentials after you've completed your education. Sometimes, you become licensed or certified after you've gained practical experience, such as through an internship, residency, or time on the job. However, not all licenses and certificates are valid when you cross states or nations. For licensed occupations in the U.S., you can check the *Credentials* on O*Net (<https://www.onetonline.org/find/quick?s=doctor>). And for more information about foreign credentials, check with your academic advisors or the professors at your department.

JOB SEARCH

When, Where and How to Search for a Job Opening

- **Part Time Jobs:** There are usually more openings at the beginning and end of semesters. You can visit/talk to offices you're interested in or search for the openings on <https://hiremizzoutigers.com>
- **Full Time Jobs:** Find out the common social media your desired country prefers or the professionals usually use. Utilize the networking to discover job opportunities and connect to people who may be able to help you with job searching. Make sure your profile is up to date on the social media and make connections with people from your field of major.

Networking

- This is the #1 way job seekers learn of positions in the United States. Networking literally means 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.
- Talk with the faculty members to find out the common social media that the professionals in that field usually use. Sometimes it varies on majors and industries; check with people working in your desired country. Different countries may have different preference of social media due to language and cultural differences.
- Create/update your own profile on the social media and add the link to your résumé. E.g., build your professional profile on LinkedIn and check out the career industry to make connections, join groups, and look for potential opportunities.

- Try to connect with alumni on the desired social media in similar industries to see if you can get insider insights.

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>

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

- **HireMizzouTigers powered by Handshake:** 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. <https://hiremizzoutigers.com/>
- **LinkedIn**
- **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. <http://www.online.goinglobal.com/>
 - H1B Visa employers by States: <https://online.goinglobal.com/h1b>
 - Country Career Guides: <https://online.goinglobal.com/guide-type/country-career-guides>

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>
- **Intensive English Program (IEP).** This program offers non-native speakers of English a high quality program of intensive English Language training <https://cellmu.missouri.edu/>
- **Conversation Partners – Asian Affairs Center.** Visiting government officials, scholars, and students from Asia are paired with Americans <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/>
- **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/>

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>

JOB APPLICATION

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. The résumé formats vary by country so go check the samples on <http://online.goinglobal.com> if you plan to work in a non-U.S. country. And here are a few tips for résumés in the U.S.

Heading

- **Name (Required):** 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 and Email (Required):** Include your current address and school email. Do not include your address in your home country unless you are planning to search for jobs there.
- **Social Media (Optional):** 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, and GPA), Certificates, Work Experience, Volunteer Work, Honors & Leadership, and Specialized Skills.

- **Specialized Skills:** One of your strengths as an international student is your cross-cultural experience, such as bilingual ability or adaptive strategies, which can be highlighted to impress the employers.
- **Language Skills:** As an international student, you can highlight your bilingual competency to impress your employer by specifying your skill level and experience in your résumé.
 - Skill Levels:
 - Conversational: can speak the language
 - Literate: can comfortably read & write the language
 - Fluent: can read, write, speak the language with similar skill to a native speaker
 - Other levels: Basic, intermediate, "near native"..., etc.

e.g., Fluent in Spanish, conversational in Portuguese, native speaker of both Chinese and English

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

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 CliftonsStrengths (\$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.salary.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.

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 <https://career.missouri.edu> and click on the “Resources” Tab to visit [Mizzou Career Tools](#), where you can search our site for career guides, videos, links, infographics, and more!
- ✓ 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.