

Career Resources Guide



for international students

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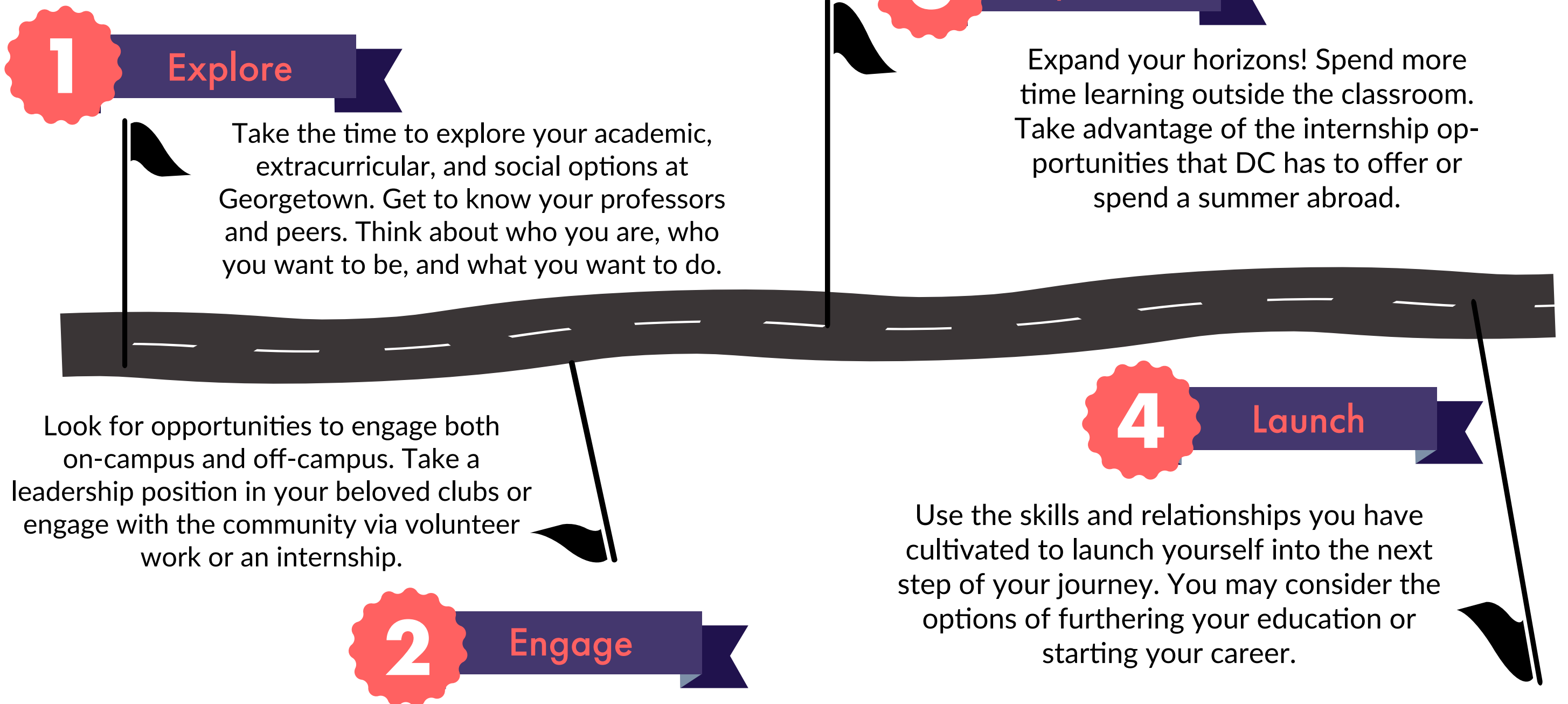
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For information regarding immigration advising or work authorization, please contact:

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3520 Prospect Street NW
Washington, DC 20057
202-687-5867
internationalservices@georgetown.edu
<https://internationalservices.georgetown.edu/>

TIMELINE

created by Cawley Career Education Center



Know yourself and your career goals

Know your interests, strengths, and preference for a career. Talking to career counselors and taking time to reflect on your skills and experiences can help.



Develop your message

Practice and improve your written and spoken communication skills to speak authentically about your achievements and professional objectives. Edit your resume and cover letters to reflect your best qualities.



Build your network

Form good relationships with your professors, peers, and alumni. Utilize the online networking tools such as Hoya Gateway or LinkedIn to expand your network further.



Research and apply for work authorization

Understand what is proper work authorization, know its application timeline required application material. Always apply for work authorization to start working!



Begin your job search

Look for job or internship openings online and through your network connections. Always have another person to review your resume and cover letters before submission.



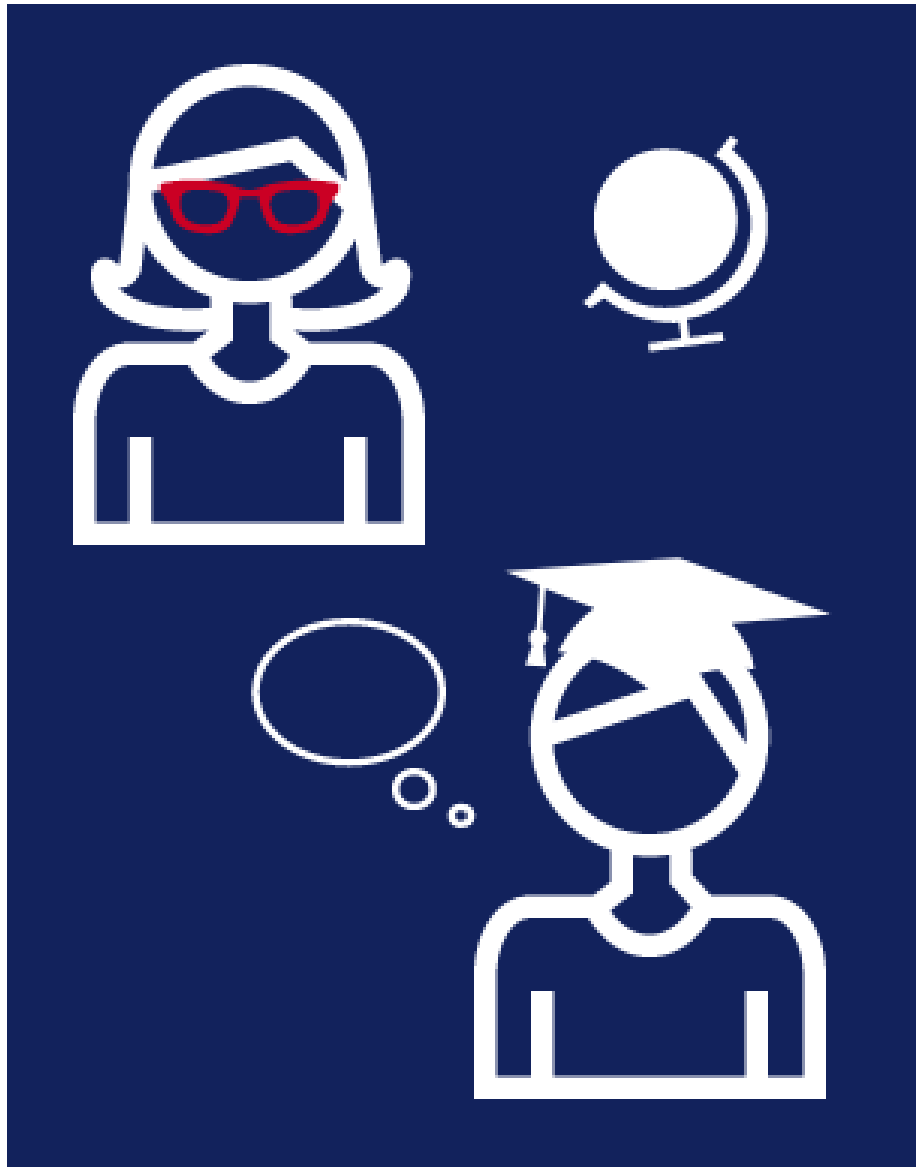
Prepare for an interview

Always practice your personal pitch before an interview. Visit your career center for additional interview preparation resources.

CHECKLIST



YOU



likely possess qualities that top employers seek:

1

A global perspective based on a variety of experiences

2

Multilingual and cross-cultural communication skills that are critical for companies competing in a global economy

3

The ability to be flexible and adaptable when change occurs and to handle new situations

4

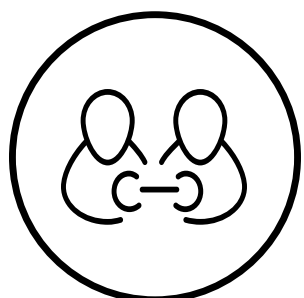
A passion for learning and growing professionally in your field or industry

Be sure to research...



American Corporate Culture

Insight on understanding American corporate culture and suggestions on conquering the corporate culture shock.



Business Etiquette 101

The social rules you need to understand when establishing relationships and presenting yourself in a business setting.



Rethinking the Work-Life Equation

Perspective on workplace schedules in the U.S. and why people might want to change it.

EMPLOYERS



REFLECTION & CAREER DEVELOPMENT

Before beginning your job or internship search, take a few moments to learn about yourself.

Reflect on your international background and other aspects of your identity. How will they fit into the arc of your career development?

Think about your academic interests and talents. How will they be *useful* to the industry related to your major field of study? What additional skills could you obtain during your time at Georgetown that could **enhance your marketability**?



If this is your first time living in the U.S., know that learning to live in a new context can be stressful. How are you taking care of yourself during this process?

How does the American process for finding jobs differ from the process in your home country?

How important is working in the U.S. to you?
What other countries might you consider?

What seems to be the popular industry choice among your peers of GU students, and how does that **affect your own process**?



Expert Tip

To further explore your values, interests, skills, personality, and influences, visit Cawley Career Education website.

CHALLENGES AND RECOMMENDATIONS

The Job Market



The job market in the U.S. is competitive in many different industries.

Be the candidate who can fill their need and be ready to work when they need you (have your Employment Authorization approved on time!) multiple factors may influence the hiring timeline. Do not get discouraged if you do not hear back from an employer immediately after applying.

The Fit



Some employers prefer to hire people who can demonstrate they understand U.S. cultural norms and will "fit in" with other employees.

Immerse yourself in U.S. culture. Engage in or learn more about common American hobbies and interests. For example, the local sports team or what employees do after work.

Demonstrating Commitment



Companies may be reluctant to hire international students based on an assumption they may only be willing or able to stay in the U.S. for a short time or may leave for another company once they receive an H1-B visa.

Be convincing. Always explain to an employer why you think you are a good match for their specific company and how it fits into your future goals. Do not give the impression you want the job only to stay in the U.S.

CHALLENGES AND RECOMMENDATIONS

The Cost



Depending on the industry and position, hiring an international candidate can be costly.

Learn about your industry's salaries and sponsorship opportunities. Many companies offer signing bonuses that are equivalent to this cost and may already have such expenses built into the budget. The employer, not you, is obligated to pay the costs associated with the H1-B application.

Hiring Complexities



Many employers do not understand how the sponsorship process works and may perceive it to be complicated and expensive.

Become the expert. Be able to concisely and confidently explain the work authorization process as something that is not an obstacle. Assure the hiring committee that you understand your immigration status and work authorization. Do not apologize for being an international candidate!

Communication Skills



If English is your second language, employers may be concerned about your formal written English skills for correspondence with clients.

Practice and proofread. Even if you have been speaking English most of your life, some nuances can be improved by spending more time with Americans, doing practice interviews at your career center, reading industry news stories in your field and attending networking events.

DISCUSSING YOUR IMMIGRATION STATUS

Before talking with an employer at a networking event or an interview, you should be comfortable and confident discussing your immigration status. You can meet with your International Student (IS) Advisor in Office of Global Services (OGS) if you have questions about your eligibility to work in the U.S.

Can employers limit their interviewing and hiring to U.S. Citizens?

Sometimes citizenship is deemed to be an essential part of the position. Employers and industries determine hiring practices. The National Association of Colleges and Employers has some helpful information on this topic.

Should I list my immigration status on my resume?

You do not need to list your visa status on your resume. Your educational background and work history will display that you are an international student. You should never lie about your immigration status, but are not required to disclose it on a document.

Employers **CANNOT** ask:

- “What is your visa type?”
- “What is your nationality?”
- “Where is your place of birth?”
- “Of which country are you a citizen?”
- “What is your native language?”
- “What language do you most often speak?”

Employers **CAN** ask:

- “Are you legally authorized to work in the United States?”
- “Will you now or in the future require sponsorship for an employment visa?”
- “Which languages do you read speak or write?” (If foreign language skills are job-related)



Try this!

Practice answering these questions with a friend, family member or career counselor before an interview to become more confident in talking about your eligibility for working with authorization.

UNDERSTANDING YOUR EMPLOYMENT AUTHORIZATION

All international students in F or J status must apply for employment authorization from the Office of Global Services before engaging in any paid or unpaid employment, internships, fellowships, or any other training off-campus.

F-1 Off-Campus Employment Authorizations

Curricular Practical Training (CPT)

- Work off-campus prior to graduation
- Position must be directly related to the field of study
- Employment is a part of the degree requirement
- Needs job offer to apply

Working with an International Organization (IO)

- Work off-campus prior to graduation
- Employment does not need to relate to field of study
- Needs job offer to apply
- Needs government approval

Pre-Completion Optional Practical training (OPT)

- Work off-campus prior to graduation
- Position must be directly related to the field of study
- Needs government approval

Post-Completion Optional Practical training (OPT)

- Work off-campus after graduation
- Position must be directly related to the field of study
- Potential to acquire a STEM OPT extension
- Needs government approval

J-1 Off-Campus Employment Authorization: Academic Training (AT)

- Work off-campus prior to or after graduation
- Position must be directly related to the major field of study
- Must have job offer to apply for AT

To Apply for Employment Authorizations:

1. Attend an in-person or online employment workshop to determine your eligibility.
2. Make an appointment to meet with your IS advisor.
3. Obtain necessary application materials and submit your application by email.

For more information, please visit OGS website:
<https://internationalservices.georgetown.edu/employment>, or reach out to your IS Advisor.

RESUMES AND COVER LETTERS



What is a Resume?

In the United States, the resume is a one-page document that summarizes your experiences and how they relate to a specific job. The resume usually consists of a header, your educational background, past experiences, related activities, leadership roles, and skills for each position to which you are applying.



Did you know?

In the United States, the terms "resume" and "curriculum vitae" (CV) refer to different documents. A CV is a comprehensive list of past experiences and achievements used to apply for positions in academia and research fields. The resume is a concise list of relevant experiences and achievements used to apply to internships or employment positions, and sometimes scholarships and fellowships as well.

What is a Cover Letter?

A cover letter introduces and markets you effectively by complementing your resume. It tells your story by highlighting your relevant strengths and motivation to work for the organization to which you are applying. A cover letter has 3-4 paragraphs with paragraph one establishing the purpose of the letter and demonstrating your interest in the position, paragraph two (and three) sharing your qualifications as they match the employer's needs, and the last paragraph as a closing that states your commitment to action.



Expert Tips

There are lots of resources to help you create, format and proofread your resume and cover letter at Georgetown!



Build your resumes and keep them organized online



Visit your dedicated GU career center to have your resume and cover letter reviewed by a career counselor



Learn about resume and cover letter guidelines in other countries

NETWORKING AND BUILDING RELATIONSHIPS

Networking is truly just research through conversation. The term describes a variety of actions taken to establish and develop professional relationships and to exchange information about jobs, organizations, or industries. Networking is ideally a two-way street, where both participants learn new things and advance their career goals.



Why?

It is common for professional contacts to recommend someone they know to their hiring manager. Networking rarely results in getting hired on the spot, but it can sometimes lead to a company giving your application more careful consideration.

When you are interested in working for a company, it is often the expectation in the U.S. that you seek out employees of that firm to learn more about it. This can be a way to demonstrate to an employer that you are very interested in their organization (which is essential) and that you've done your homework to understand the organization. The one-on-one conversations you have can help you make a more informed decision about whether you want to work for that organization.



Where?

Anywhere. You might meet someone at Yates, in your neighborhood or dorm, on the Metro, at a faith-based event, or in a variety of other places. Practice introducing yourself and asking questions so that you'll feel comfortable as you engage a new acquaintance in a conversation about his or her experiences. It can be helpful to have something in common with a person (such as academic background or a connection to Georgetown), but it is not necessary to start a conversation.

Organized events such as employer information sessions, industry programs, career fairs, or alumni events are spaces designed for networking and relationship-building between employers and job-seekers.



Expert Tip

There are lots of online tools that can help you expand your network.



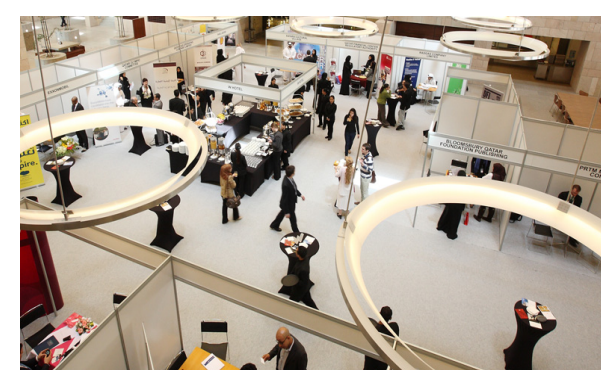
LinkedIn

This online professional networking site allows you to find professionals all over the world in your field of interest and promote yourself as a job-seeker.



Hoya Gateway

This Georgetown database can connect you to alumni who are willing to help you in any stage of your career preparation.



GU Alumni Career Network

Connect with alumni all over the world! Check and see if a Georgetown alumni club exist for the country you interested.



Professional Associations

These are groups of professionals in a particular field or industry formed for networking and building knowledge within the field.

NETWORKING AND BUILDING RELATIONSHIPS



When?

Right now. It is wise to begin building your professional network before you being applying for jobs. Take some time to make a list of people you would like to have in your professional network.

Before you contact anyone for networking, make sure your resume is updated and flawless. You'll use it to give your contacts a sense of your background before meeting them, or leave it behind as a reminder of your skills and experience.



Who?

Anyone. Make a list of every person you know (friends, faculty, relatives, former co-workers, neighbors, and past acquaintances).

Make a special note for people who have careers in your field or industry or even people who are doing jobs that they love that you'd like to learn more about.



How?

Once you have identified professionals to speak with, it's time to meet them!

Step 1. Develop a personal pitch

Concisely describes your relevant qualifications, accomplishments, and career goals. Preparing a personal pitch will help you make an excellent first impression, convey confidence, and articulate your interest.

Step 2. Set up an information interview

An informational interview is a brief meeting - ideally, in person or over the phone - in which you ask questions about a person's career path, current position how you might position yourself for a similar job, job hunting strategies, and more. The goal is to learn about an industry, about possible job openings, etc., not landing a position. See a sample in the blue box below!

Step 3. Write thank-you notes

If someone has answered your questions, given you leads, reviewed your resume, or helped you in some way, acknowledge their efforts by writing them an email that day.

Step 4. Stay in touch

You can maintain your network by keeping in contact with people that you've found helpful in your process. Email to ask a follow-up question. Send an interesting article that reminded you of your conversation. If you are searching for a job, let your contacts know the outcome. Use LinkedIn to stay in touch.

*Hello, my name is Minwen Wang, and I am a sophomore at Georgetown University majoring in Global Health. Your profile on LinkedIn stood out to me because I am interested in pursuing a similar career field. Would you be willing to chat wit me about your career path for 20-30 minutes? I could visit your office and/or buy you a cup of coffee. Please let me know if you are available.
Thank you for your consideration.*

INTERVIEWING

After you have submitted your application for a position, employers may contact you for an interview. Interviews can be stressful for any student, but of course can seem even more daunting if you will be interviewing in a non-native language or unfamiliar culture.

Interviewing Tips

- Study technical or industry terms that an interviewer may use.
- Make a list of skills or qualifications you have as an international student (foreign languages, regional expertise, adaptability, etc.).
- Practice using compelling stories in your interview responses which include a context for the story, your specific actions and the result. These stories can serve as examples to highlight your accomplishments.
- Be ready for small talk. An interview is very much about how you fit in the culture of the organization. Show your personality. Read [The Big Challenge of American Small Talk](#) to learn more.
- Provide context to achievement or work experience if they occurred in your home country.
- Know all of the immigration work regulation options that govern your status and be able to explain them confidently to the interviewer if asked.
- Do not apologize for your immigration status or for being an international student.
- Do not exaggerate your achievements to compensate for your immigration status.
- Express your interest in the company. Do not allude to the idea that your primary goal is to stay and work in the U.S.

Mention your work eligibility if you make it to the final round of interviews or are asked to travel for an interview. Don't wait until travel arrangements or an offer have been made, as this could cause delays or be seen as misleading.

7

the “first impression” occurs within seven seconds of meeting someone.

This means in an interview situation, you need to act quickly in order to make a positive first impression on your interviewers.

Dress to Impress

- Dress one level higher than what you expect the interviewers to be dressed. Most often, you will want to wear a suit jacket or blazer with pants or a skirt.
- Choose solid patterns and neutral colors. Add color to a neutral outfit with a shirt, scarf, and/or tie.
- Keep cell phones turned off and out of sight.
- Avoid wearing distracting perfumes, excess makeup, jewelry, or revealing tattoos and piercings.



Expert Tip

Prepare for your interviews with Optimal Interview, an online resource that simulates a realistic interview experience with a virtual interviewer and 1000+ general and career-specific interview questions.

CAREER CENTERS AT GEORGETOWN UNIVERSITY

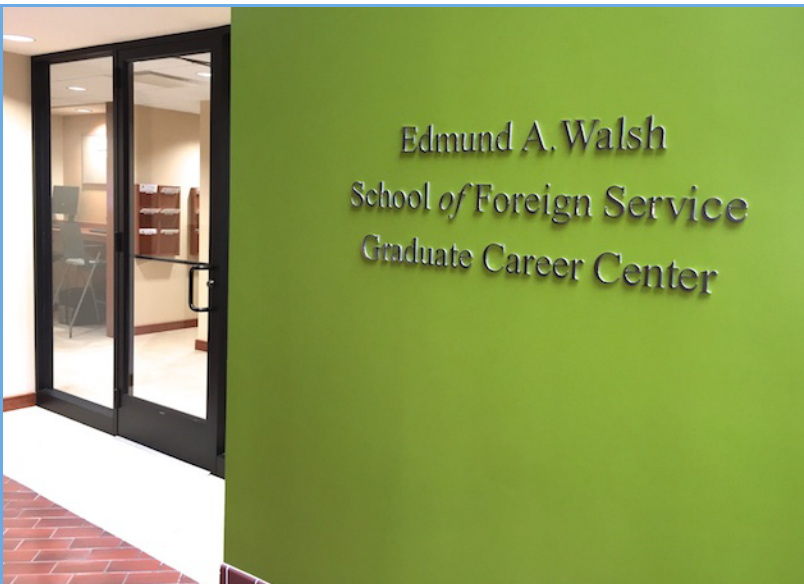
You will be able to find more career-related resources and expertise at our exemplary on-campus career centers. Find out from your program which center serves your degree program. You should take advantage of these offices' expertise in the job search process, as well as attend their many workshops on foundation skills such as resume writing, interviewing, and networking.

Cawley Career Education Center

One Leavey Center

(202) 687-3493

<https://careercenter.georgetown.edu/>



SFS Graduate Career Center

Intercultural Center (ICC)

Suite 305

(202) 687-1899

<https://sfsgcc.georgetown.edu/>

MBA Career Center

Rafik B. Hariri Building

Suite 285

(202) 687-3741

<https://msb.georgetown.edu/mba/career>

GEORGETOWN
UNIVERSITY

McDonough
SCHOOL of BUSINESS



McCourt Office of Career Development & Alumni Engagement

Old North Bldg

Suite 103

(202) 687-7968

<https://mccourt.georgetown.edu/career>

Biomedical Graduate Education Office of Career Strategy & Professional Development

Georgetown University Medical Center

SE 108 Medical-Dental Building

(202) 687-3690

<https://biomedicalprograms.georgetown.edu/career-services>

