Searching for jobs and internships in the U.S. can be different compared to searching for jobs in your home country. For example, the expectations of employers may be different when you are job seeking in the U.S. as employers may expect you to promote your accomplishments and skills in an interview. One of the first steps to take in searching for a job or internship in the U.S. is to learn about these differences, strategies to overcome them, and resources available to you.

This guide includes job and internship strategies and resources available to you as a DePaul student while conducting your job and internship search in the U.S.
JOB & INTERNSHIP SEARCH STRATEGIES

Build Your Professional Network
Networking is an important part of job and internship searching in the U.S. Over 50% of the jobs and internships in the U.S. are found through networking. Networking is when you have a career conversation with another person for the purpose of exploring careers, jobs or internships. Networking can happen with a friend, classmate, professor, a DePaul alumnus, or a professional who works at a company you are interested in. Networking can be informal (with a professor after class) or formal (for example, by attending a DePaul Networking Event).

When you start practicing networking early in your career as a student, you have time to gain confidence in your networking skills and build your network of people you know in the U.S. As your network grows, your chances to learn about available internships and job opportunities will increase. There is a greater chance that you will be referred to those internships and job opportunities by your network.

Although networking and having career conversations may not be easy at first, the more practice you get with it, the more comfortable it will become.

Here are some suggestions for practicing networking and building your professional network:

- Practice career conversations and learn about careers, jobs and internships with DePaul ASK (Alumni Sharing Knowledge) mentors. Visit the ASK website to learn more.
- Learn how to network, practice networking, and meet professionals in your field by attending one of our Networking Events.
- Network virtually through LinkedIn, the world's largest professional social networking site. To learn more about LinkedIn, visit the Career Center's webpage on LinkedIn or attend one of our LinkedIn workshops.

To learn more about networking, meet with a Career Center representative, attend a Career Center Networking workshop or view our videos on Networking.

Practice Your Interview Skills
Meeting with an employer in the U.S. for an interview may seem overwhelming. You may be uncertain of how to prepare, what will happen during the interview, or what the employer expects of you as the interviewee. For these reasons, we encourage you to practice your interview skills before meeting with an employer in an interview. When you practice with a Career Center representative (or a DePaul ASK alumni in a practice interview), you will gain more confidence in your interviewing abilities.

In addition to practicing your interview skills, here are some tips for interviewing with U.S. a employer:

- Expect employers to be direct when communicating with you. In interviews, employers will ask questions about your skills, accomplishments, and experience. Employers will expect you to answer their questions with specific examples of your experiences (at work or in school) that demonstrate your experience, accomplishments and skills. (In the U.S., answering these questions is not a sign of disrespect—it demonstrates your confidence to the employer.)
• Employers expect you to demonstrate self-awareness and may ask questions about your personal career goals and professional strengths and weaknesses. Be prepared to answer different types of questions in the interview, such as traditional interview questions and behavioral-type interview questions, and practice your answers before the interview.

• Body language is important during interviews. Maintain eye contact with the interviewer when answering their questions (but do not stare) and be respectful of personal space.

• Arrive early to the interview (but do not arrive late). Always dress professionally for an interview. If you are unsure what to wear to an interview, review the Career Center’s webpage on Dressing for an Interview or contact a Career Center representative.

• At times during the interview, the conversation can become informal. Employers may start to make “small-talk” with you. In this situation, be sure to answer their questions, but always remain professional.

• In the U.S. it is illegal for employers to ask questions about immigration status, age, nationality, or marital status. However, employers can ask if you are authorized to work in the U.S. Although you are not required to offer the information until asked, you should be able to explain your work authorization status if necessary.

**Prepare for an interview**

There are several services at DePaul to help you prepare and practice for an upcoming interview:

1. Practice with DePaul.Interviewstream.com, an online interviewing skills tool
2. Attend one of our interviewing workshops
3. Watch our videos on interviewing
4. Meet with a DePaul alumni to practice interview skills
5. Schedule an appointment with a Career Center representative to practice
6. Log on to the DePaul Career center website for more Interview information.

**Create a U.S. Style Resume**

Developing a short resume highlighting your skills and experiences is important to a successful job or internship search in the U.S. Compared to a CV, a U.S. resume is different in these ways:

• A U.S. resume is a 1-2 page summary of your education, work experience, job skills and accomplishments. (A CV has more pages and details.)

• On your resume, include your full name, contact information (U.S. only), education (list your highest degree first), relevant professional work experience (most recent first), and other relevant experience (course projects, research experience, or technical/other skills).

• A resume does not include visa status, TOFEL score, photograph, immigration status, age, home country, marital status, race/ethnicity, religion, or personal interests/hobbies.

• You may choose to include on your resume information such as a career objective or summary of qualifications, leadership experience, volunteer work, and honors/awards. This information is optional to include on your resume (it is your choice whether to include or not).

Start by reviewing the resumes resources section of the Career Center website for information on formatting resumes and for examples of U.S. style resumes. Once you have written your
resume, email your resume peercareeradvisor@depaul.edu or call the Career Center (312-362-8437) to schedule an appointment for a resume review by a Career Center representative.

**Understand Your Off-Campus Work Authorization and Employment Options**
When searching for off-campus positions, it is important to understand how and when to start working off campus. To learn more about off-campus work authorization and employment options, visit the Office of International Student Scholars website.

**Refine Your Communication Skills**
Confidence in English language and non-verbal communication skills is important for a successful job and internship search in the U.S. and a successful career. Improve your English language skills with resources from The Collaborative for Multilingual Writing & Research (CMWR) at DePaul. The Collaborative for Multilingual Writing & Research holds weekly events where you can practice your language skills and has online language resources for international students.

**Attend International Student Career Events**
The Career Center offers workshops and events for International Students to assist in their job and internship search. Events include the Career Strategies for International Students Forum and Campus Employment 101 for International Students. Visit the Career Center website for upcoming dates.

**Identify International-Friendly Employers**
When searching for jobs and internships, identify companies that are friendly to international students. Types of employers to consider are:

- International companies (they often seek employees with language skills and global experience)
- Employers who have previously sponsored H1-B visas (they are familiar with the process because they have previously sponsored). Two websites that list employers that have previously sponsored H1-B visas are GoinGlobal and myvisajobs.com
- Employers who have previously sponsored international DePaul students. A list of recent employers can be found here.

**Utilize DePaul Career Center Resources**
- **Career & Major Advice** – DePaul’s Career Center advisors can assist you with questions about job & internship searching, developing a resume/cover letter, interviewing, salary negotiation and more. To schedule an appointment with a representative, call 312-362-8437 or visit our website.

- **On Campus Employment** – DePaul’s Office of Student Employment is where you can find a list of on-campus jobs and get assistance with finding an on-campus job.

- **depaul.joinhandshake.com** – Search for jobs and internships for DePaul students and alumni posted by employers.
• **Career Fairs** – Job and Internship fairs are offered quarterly. Look for major-specific career fairs also throughout the year.

• **Alumni Sharing Knowledge (ASK)** – A network of over 1,000 DePaul alumni who volunteer to speak with students in career conversations and practice interviews and at networking events. ASK also holds monthly events for students to meet alumni mentors.

• **Networking Events** - Networking events, employer workshops and other events throughout the year where you can meet employers and alumni.

• **Workshops** – Workshops offered every quarter on interviewing skills, job search strategies, salary negotiations, LinkedIn & how to network.

• **University Internship Program (UIP)** – For undergraduate students only, the University Internship Program are classes offered every quarter that allow you to, with an internship, earn credit towards your Experiential Learning requirement.

**ONLINE JOB & INTERNSHIP SEARCH RESOURCES**

- **GoinGlobal** *(use Campus Connect ID and password to log in)*  
  Database of employers who have hired international students, plus global guides

- **http://www.myvisajobs.com/** - List of top employers for international students

- **http://www.uscis.gov/** - U.S. Citizen and Immigration services provides important information on student and work visas, citizenship applications and immigration laws and regulations.

- **http://istudentcity.com/** - Advice and job search tips for international students

**ADDITIONAL RESOURCES AT DEPAUL UNIVERSITY**

- **Office for International Students & Scholars (OISS)**

- **The Collaborative for Multilingual Writing & Research (CMWR)**