

Career Start Resource Handbook For International Students



University Career Center

Office: UC 2.02.04 Phone: (210) 458-4589

www.hireroadrunners.com & www.utsa.joinhandshake.com

By appointment or fall & spring Walk-in hours available

Welcome to UTSA!

As an International Student, new to our campus, The UTSA University Career Center is delighted to welcome you. We are 29,000 students strong and we are happy you've chosen to become a part of the Rowdy family and study here.

The mission of the University Career Center is to assist all students and alumni in identifying and developing the global skills necessary to successfully pursue and achieve lifelong career goals. With our mission in mind, we've tailored a guide for all international students studying and wanting to work while at UTSA. This resource guide seeks to answer questions you might have and provides assistance for starting to think of your career development needs, as you prepare for work in the U.S. or abroad. These resources are part of your student fees, so please DO NOT pay for career development resources outside UTSA, we are here to support all student's success!

Here is your Career Start Resource Handbook:

- **4-year Check List for UTSA International Students with GoinGlobal Resource Information**
- **UTSA Career Center Services & Handshake**
- **US Style Application Document Samples: Resumes and Cover Letters**
- **Information on American Work Culture & Interviewing**

If your goal is to work in the U.S. either while studying at UTSA (which we strongly suggest) or after you graduate, you will need to be very familiar with the process, laws, and visa regulations unique to your status. The Office of International Programs, International Student Services (ISS) is the very best source of information if you should have specific questions or concerns at UTSA. Needs such as, visa status, travel home, or future employment. You can discuss some of this with your career counselor; however, our career center staff is primarily here to assist you in developing a career plan, finding job opportunities, professional development, networking with employers, and job application assistance/ job preparedness resources.

We wish you much success as you fulfill your academic and career goals and as you learn more about yourself and your place in the world of work. Please contact us to get started. Again, welcome to UTSA, we look forward to hearing from you!

Warmest Regards,
The University Career Center
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210-458-4589
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4- Year CHECKLIST for INTERNATIONAL STUDENTS

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Freshman/ Sophomore: Awareness, Exploration, Discover Skills

- ✓ Visit the appropriate campus offices to provide all necessary documents (academic records, health, immigration documents- such as I-20, I-94, financial statement, etc.).
- ✓ Attend Orientation for International Students (regulations/laws, UTSA resources/departments).
- ✓ Be aware, please check with ISS about your eligibility to work on camps! You can work with your career counselor to start building your US resume and searching for available on-campus positions- it's competitive, so get started right away!
- ✓ Any off-campus employment authorization must be cleared through ISS and must be tied to your major of study. If you change your major at any time, you must report it to ISS within 10 days.
IT IS STRONGLY ENCOURAGED TO WORK WHILE ATTENDING SCHOOL
- ✓ Improve your English speaking, writing, and reading skills, various programs maybe available.
- ✓ Use Career Center resources to gather information on careers you are interested in pursuing.
- ✓ Register with University Career Center Handshake(on-campus jobs, internships, workshops, etc.).
- ✓ Meet with an academic advisor to identify possible courses/majors.
- ✓ Talk to your Career Counselor to explore career choices and resources available to you.
- ✓ Get involved in volunteer experience opportunities on-campus AND join student organizations.
- ✓ Meet with an ISS advisor to keep your immigration status up-to-date (signatures, travel) and learn about CPT and OPT work visa options for F-1 international students.

Junior: Develop Skills & Gain Career Related Information

- ✓ Attend workshops hosted by ISS to understand CPT/OPT requirements and application deadlines.
- ✓ Visit Handshake and sign up to attend professional career development workshops, such as Resume Writing, Professional Interviewing, Group Mock Interviews, Career Fair Prep, etc.
- ✓ Make an appointment with a career counselor to get your updated resume critiqued and upload it on Handshake.
- ✓ See a career counselor and/or attend Career Fairs to gather information in various fields, volunteer positions, internships and/or part time jobs (check with ISS about authorization).
- ✓ Attend Information Sessions, Table Recruiting, and any events when employers are on-campus.
- ✓ Determine if graduate school or professional school would be beneficial in helping you reach your career goals (career counselor can help you in searching available programs, reviewing personal statement & essays, applications, etc.).
- ✓ Ask professors you know well, mentors, work/internship supervisors, student organization advisors, etc. if they would be a professional reference for you for job applications and interviews.
- ✓ Meet with your academic advisor about your degree plan and ISS advisor to ensure your immigration documents are valid and compliance with USCIS regulations, so that you are eligible for employment.
- ✓ Get involved in student organizations and professional associations by serving in leadership roles.
- ✓ Prepare your "elevator speech" and practice with someone (career counselors) who can give you feedback.
- ✓ Create a profile on LinkedIn and utilize your network (including personal and professional connections) to expand your job search resources.

Senior: Job Search & Transition to the World of Work

- ✓ Begin researching jobs and opportunities in your field of study. You should NOT wait until graduation to apply for a full-time position!
- ✓ Practice your interviewing skills by choosing one or more of the following options:
 - Completing a one-on-one mock interview with your career counselor
 - Attending the Professional Interview 101 workshop
 - Participating in a Group Mock Interview (coordinated by the Career Center)
- ✓ Improve your “elevator speech” by practicing with a career counselor and/or a human resource representative.
- ✓ Participate in networking events and gain experiences that will help you build on your skill sets.
- ✓ Attend Career Fairs and sign up for on-campus interviews (through Handshake).
- ✓ F-1 students apply for OPT and meet ISS advisor to ensure all documents are correct and submitted on-time.
- ✓ Apply for graduation (ASAP webpage)– there is a formal document that you need to fill out in order to officially graduate from UTSA!
- ✓ Make sure you “tailor” your resume to each position you apply for and create a professional “cover letter”- Your Career Counselor can assist you in this process.
- ✓ Purchase a business professional suit (jacket and pants/skirt) .
- ✓ Prepare a list of References for the interview – individuals that can speak for you about your professional abilities (no family or friends!).
- ✓ Be prepared to write a Thank You Note after every interview (in alternative, you can also send an e-mail to each interviewer).
- ✓ Meet with your Academic Advisor to complete all paperwork in order to graduate from UTSA
- ✓ Stay connected with the University Career Center – we can help you even after you graduate!



UTSA enrolls increasing numbers of students from beyond national borders, and more and more domestic students want to experience life and work in another country. Additionally, faculty and staff often coordinate educational experiences or take sabbaticals to expand world views and foster a global community.

Using the complete toolkit of GoinGlobal resources, which provides guides to major cities and countries around the world, the UTSA University Career Center can help more people successfully seek and find occupational opportunities and prepare for cultural assimilation.

GoinGlobal is committed to providing useful, actionable career information that is constantly expanding to meet the evolving needs of global job seekers.

Packed with country-specific career information, this research tool, provides expert advice and insider tips for finding employment opportunities in the USA and abroad.

Visit career center website to access GoingGlobal for free! www.hireroadrunners.com

handshake Job Search

University Career Center maintains an on-line database called Handshake where students can post resumes, view career events, and search for jobs.

Download the app for easy use on your phone.

****You can access Handshake after you register for classes****

Register on Handshake:

▶ Go to utsa.joinhandshake.com

▶ Click on “**The University of Texas at San Antonio Sign On**” Log on using your ABC123 and passphrase.

Click on “**Activate Account**” to walk you through how to complete your profile.

▶ Click on “**View Your Profile**” button, verify your profile information and then click on “**Submit Profile**” button

** First time logging onto Handshake you will need to wait 1-2 business days for full access.**

How to Your Resume:

▶ Select **Public Documents**

▶ Upload your saved resume by clicking on the add button in each designated area.

TIP: Sample resume templates can be found in the Resource tab on www.careercenter.utsa.edu, or you can meet with one of our staff during walk-in’s (Monday-Friday 1pm-4pm)

** Please allow 2-3 business days for your documents to be reviewed**

Looking for On-Campus or Part-Time Jobs?

▶ Click on the **JOBS** tab

▶ Under Job Type you can select “**On Campus Student Employment**” or “**Part Time**”

▶ Click on the + sign next to Saved Searches at the top of the page to save a current search. This will allow you to easily look for jobs by the criteria you set for the next time you visit this page.

Important Tips:

▶ On-campus jobs can be highly competitive. It is encouraged that you apply to as many open positions as you can to increase your chances of landing a job on campus.

▶ Don’t forget to follow-up with the employer! A quick phone call or stop-in can make a difference! Confirm that they received all the required documents for your application and ask what their timeframe is for hiring decisions. Following up can reiterate your interest in the position.

On-Campus Vendors who hire:

Feel free to contact them for job availability.

▶ Aramark- Apply in person at any ARAMARK dining facility or call (210) 458-4209

▶ UTSA Bookstore- (Main Campus- UC 2.02.02; Downtown Campus- BV 1.342) or call (210) 458-4220

▶ UTSA Parking and Transportation Services- MS 1.01.52 or call (210) 458-7275

▶ Wellness & Recreation- Jobs posted at: www.campusrec.utsa.edu/jobs

▶ Child Development Center- Call (210) 458-6364

▶ Office of P-20 Initiatives- Downtown Campus- BV 2.308 or call (210) 458-2769

▶ UTSA Student Computing Services- Call MS Lab (210) 458-4557, BB Lab (210) 458-7646, or FS Lab (210) 458-2725

▶ Tomas Rivera Center- Hires tutors and supplemental instructors. Call (210) 458-4694

How The University Career Center Can Help International Students

- ◆ Resume and Cover Letter Review, Job Search, Interview Skills, Researching Employers, Job Applications
- ◆ On-campus Recruiting/ Interviews; Career Fairs every semester; Company Information Sessions
- ◆ Individual appointments with Career Counselors for steps and guidance for career development needs
- ◆ Free Career Assessments: Assist you in the process of choosing a career field or industry
- ◆ Handshake: Online database of hundreds of jobs, register for career events and workshops, sign up for interviews (see Handshake Document for details).

Internships For International Students

For an F-1 visa holder to accept an internship and to work off-campus or exceed 20 hours/week, **the internship must be REQUIRED in the course curriculum and you must qualify for Curricular Practical Training (CPT).**

To verify that your degree **REQUIRES** an internship meet with your academic advisor prior to pursuing an internship or seeing a career counselor.

To check your status and qualifications for CPT, visit the ISS office and speak to an International Student Advisor first. If you do not qualify for CPT, you may still use Optional Practical Training (OPT). Talk to your International Student Advisor in MB 1.210 for more information on this alternative.

Visit their information website at:

<http://international.utsa.edu/current-students/employment-for-international-students/>

**Other international students can schedule an appointment with ISS to find out about internship eligibility based on your specific visa status.*

Jobs For International Students

Optional Practical Training (OPT) allows F-1 students to engage in temporary employment to gain practical experience in their field of studies. Any work done must be related to the student's field of study. It is best used for jobs or internships that are not "an integral part of an established curriculum." No job offer is required to apply for OPT. To be eligible for OPT, the student must have been in F-1 student status for one academic year. OPT is available for a total of twelve (12) months of full-time OPT per degree level. The periods of OPT can be used before completion of studies (pre-completion OPT), after completion of studies (post-completion OPT), or for a combination of both. Students do not need to seek "sponsorship" before OPT, but should consider working for companies that do or have "sponsored" workers.

For more information on OPT see: <http://international.utsa.edu/forms/optional-practical-training-forms/>

**Other international students can schedule an appointment with ISS to find out about internship eligibility based on your specific visa status.*

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YOUR LEGAL NAME- FIRST AND LAST

US phone number (210) 123-4567 • *appropriate email address*

OBJECTIVE (*Headings in CAPS and underlined*)

Seeking a *summer/ fall (year)* student position on the UTSA campus

SUMMARY OF QUALIFICATIONS (*Your transferrable skills and/or work experience*)

- Bilingual: Spanish and English
- Effective verbal and written communication skills, earn A's in all English courses
- Productive as member of a team or individually, completed over 10 group presentations
- Computer skills: Microsoft Word, Excel, PowerPoint, familiar with Adobe Photoshop

EDUCATION

The University of Texas at San Antonio

Bachelor of Arts in Psychology (*Exact title of degree and major*)

Minor (Optional)

Expected Graduation: May 2021

Optional other university, primary school or community college
(*use same format at UTSA above*)

Graduated: month & year

HONORS AND AWARDS

List any from primary school/ other universities/ organizations/ scholarships etc.

month & year

- Distinguished Scholar, University of Washington

Spring 2017

EXPERIENCE (*list most recent/ current job/internship first; begin with an action verb*)

Position Title in Bold, Name of Business or Organization, City

Month Year – Month Year

- Offer additional knowledge, skills and abilities and focus on accomplishments, not just job duties
- If it is **not** your current job, the action verbs should be in the past tense

RELEVANT PROJECT (*can use class or group work, papers- use #,\$,%, time*)

Advanced Composition–Project

Spring 2016

- Developed a specialized written argument with a team of 3, including 5 professional memos, 3 informational/ persuasive prose brochures
- Initiated a 6 page research paper emphasizing coherence/ persuasiveness of writing in business/ corporate human resources departments

ACTIVITIES AND VOLUNTEER EXPERIENCE

- Type of activity, school or program name
- Type of membership, School or program name
 - Title held (1 description of responsibilities)
- Animal Defense League, Volunteer

date range month & year- month & year

date range month & year- month & year

July 2015 – December 2016

(*make sure dates align to right margin*)

Freshman Cover Letter Sample

Your Name
Your Address
Your Email
Your Phone

Date being sent

Name of person sending document to
Title of person sending document to
Company of person sending document to
Company Address of person sending document to

Dear Mr./Dr./Mrs./Ms., *Be Specific to a person- if you don't know who, call and ask*

State the position for which you are applying and how you learned of the opening.
Names of individuals can be important. Show your enthusiasm for the position.
Stimulate the employer's interest.

Includes two or three paragraphs. Includes a transition sentence that links your education, experience and skills to the needs of the employer. Provides a strong case for how your qualifications meet the employer's needs.

Highlight key strengths in terms of total experience;
Describe how you will add value to the organization now;
Describe how you will help the organization meet their future goals.
Indicate what makes you different from other candidates.

Refer to your enclosed resume.
Restate your interest in the position. State what you expect next (an interview).
Describe what you will do as follow-up.

Thank you in advance for your consideration.

Sincerely,

Signature goes here- scan it in and attach it if you are emailing the cover letter and resume

Your name here-typed

Enclosure: Resume

Graduate, Senior, Experienced Resume Sample

Your Name

US Phone number • appropriate email • linkedin link

SUMMARY OF QUALIFICATIONS:

- Able to identify and analyze the performance of common system components: turbines, pumps, compressors, heat exchangers, nozzles, valves, diffusers and vessels
- Use techniques and skills inherent in modern engineering tools to prepare design documents, drawings, analyses, and perform tests to validate design specifications
- Works proficiently with teams of 3-10, expressing high levels of communication and collaboration
- Bilingual: English and Arabic- read, speak, write; Semi-fluent in Portuguese

EDUCATION:

Bachelor of Science in Mechanical Engineering (Concentration: Oil and Gas)

May 2017

The University of Texas at San Antonio (UTSA)

GPA 4.0

Relevant Coursework:

- Oil and Gas
- Power Planet
- Reliability and Quality
- Thermal System Design

Associate of Science in Occupational Safety and Health

Graduation: October 2011

Estacio de Sa University, Brazil

GPA: 3.83

International Association of Safety Professionals (IASP)

January 2011- Present

CERTIFICATIONS:

- OSHA- 30 Hours Certification Program April 2017
- UTSA CITE Technology Entrepreneurship Boot Camp February 2017
- Project Management Professional (PMP) Preparation Program November 2016
- SolidWorks Associate - Mechanical Design May 2014

SKILLS:

- SolidWorks, LabView, MATLAB, Spreadsheet software, Apple, Microsoft Office
- Proficient skills in communication, staying proactive, extremely organized, and a great active listener
- Skills at establishing and maintaining effective working relationships with employees, meeting deadlines, and strong ability to work well under pressure and stressful conditions

EXPERIENCE:

Senior Design Project-Cooling Helmet, San Antonio, TX

Aug 2013- May 2015

- Built cooling helmet able to remove 0.5 °C in a minute when outside temperature is 50°C (122 °F) to aid people performing activities outdoors during hot temperatures by extracting the heat from the head to help reduce body temperature and risk of heat related diseases
- Worked with team of 4, putting in a combined 4000 hours to efficiently complete and deliver the project
- Used hand tools, cutting machine, threading machine, SolidWorks, and construction materials

Private Tutor, Home tutoring San Antonio, TX

January 2012- January 2017

- Develop easier ways to teach students how to solve complex math problems by letting students depends on knowledge finding sin and cos for different angles by learning the unit circle instead of memorizing
- Tutor 3-4 students with homework and exam reviews for engineering, 1 hours a session, twice a week

Environmental, Health and Safety Officer – Internship BrasilAmarras

August 2009- February 2011

- Developed written safety procedures and work instructions according to Occupational Safety Standards
- Coordinated safety documentation and reports
- Performed inspections 4 times per week on job sites, factory, HSE training, pre-job safety meetings

Sale Supervisor- Alghazwi Fashion Company-Saudi Arabia, Qatif

February 2007-March 2009

- Supervised 6 employees in utilizing efficient sales technique for \$900K annual sales clothing store
- Demonstrated strong organization skills preparing inventory of over 400 items for sale and made a 7-10% annual increase on sales through customer service and upselling for the company

Graduate, Senior, Experienced Cover Letter Sample

Your Name
Your Address
Your Email
Your Phone

Date being sent

Name of person sending document to
Title of person sending document to
Company of person sending document to
Company Address of person sending document to

Dear Mr./Dr./Mrs./Ms., *Be Specific to a person- if you don't know who, call and ask*

I am excited for the opportunity to apply for the ***(Title here)*** for ***(Company)***. I could not be happier for the prospect of working for such a well-established, professional, ***(additional word)*** organization/business/company. As a current undergraduate student at The University of Texas at San Antonio, I have not only been inspired to pursue ***(career type)*** as my professional career, but to work on obtaining the experience and skills necessary for success in this *industry/field/business/position*.

My creative and hard working attitude has allowed me varied ***(type)*** experience with a range of *people/businesses/individuals in city/business/organization/field of study*. I have gained knowledge about available ***(career type)*** resources and made valuable professional relationships. Most notable is my *internship/part-time work/volunteer/student organization leadership experience with (type of work) at (place)*. By providing ***(description of work done)***, I was successful at learning and implementing ***(specific skills learned/used/done at this work)***.

As well, I have done *class projects/internship/part-time work/volunteer/student organization leadership experience with (type of work) at (place)*. ***(Description of work done)***, gave me the ***(type of skills in accordance to what the job descriptions entails)***. Additionally, I bring ***(write out specific skills)*** to this position.

The experience, education, dedication to ***(field of study)***, and passion for ***(career type)*** I will bring to this position will be a great asset to your *organization/business/company* and the *clients/individuals/customers* you serve. Please contact me to schedule an interview by phone at ***(#)*** and/or via email at ***(email address)***. I look forward to further discussing my professional interests with you. Thank you for your time and consideration.

Sincerely,

Signature goes here- scan it in and attach it if you are emailing the cover letter and resume

Your name here-typed

Common Cultural Barriers in the U.S. Job Search

(Note: These conflicting values represent a cross-section from various cultures and not one specific culture)



	US Expectations	Other Countries
Self-Promotion	<p>Assertiveness, openly discussing accomplishments</p> <p>Follow-up with employers (telephone inquiries, thank you notes, etc)</p>	<p>Unless presented as part of a group activity, citing achieved goals, accomplishments and skills is viewed as boastful, self-serving, and too individualistic</p> <p>Asking employers directly about status of application may be viewed as rude</p>
Directness in Communication	<p>Eye contact with interviewer, relaxed posture, and other appropriate nonverbal behavior</p> <p>Discussion of salary and benefits only when initiated by interviewer or at time of job offer</p> <p>Candidate asks questions about the job at the end of the interview</p>	<p>Asking open-ended questions about the job may be seen as rude and inappropriately direct</p>
Self-Disclosure	<p>Personal descriptions of experiences, hobbies, strengths and weaknesses</p> <p>Answers to questions related to personality (e.g., leadership style and problem solving abilities)</p>	<p>Personal questions about likes, dislikes, etc. are considered an invasion of privacy and are discussed only with close friends and family</p> <p>Or, these kinds of questions sometimes are seen as totally irrelevant to a candidate's job qualifications</p>
Career Self-Awareness	<p>Demonstration of knowledge of self, career goals and how they relate to job</p> <p>Discussion of long-range career plans</p> <p>Ability to be self-directed in one's career development</p>	<p>Questions about role in company indicate potential disloyalty</p> <p>Jobs are assigned by government or family or determined by school or test score</p> <p>Individual must be flexible to accept whatever job becomes available without regard to their own career goals</p>

	US Expectations	Other Countries
Individual Responsibility in Finding Employment	<p>Use of a wide variety of resources in identifying jobs (e.g. friends, family, contacts, associations, career services, academic mentors, etc.)</p> <p>Networking by candidates; personal referrals can carry great weight in evaluating a candidate's potential</p>	<p>Jobs are found for the individual by government, school or family</p> <p>Dependency relationships in job search are fostered. One resource (e.g. academic advisor or employment agent) will find work for job seeker with little proactive action</p>
Informality in the Interview Process	<p>Congenial interviewing environment that encourages openness, some joking and exchange of information</p>	<p>Sitting with a person of higher status requires deference. The job applicant is very polite and does not ask questions or provide information that may indicate lack of respect for interviewer's position. Handshaking, touching, using first name, crossing legs, etc., are inappropriate</p>
Punctuality	<p>Arrive 15 minutes before appointment</p>	<p>Personal relationships are more than time. Anywhere from 15 minutes to 2 hours lateness from agreed meeting</p>
Effective Letters of Application and Resumes	<p>One page, error-free, concise and attractive outline of relevant job experience, skills, accomplishments and academic credentials</p> <p>Personalized to reflect each individual's strengths and capabilities</p>	<p>Resumes are a detailed chronology of academic and formal work experiences and not a tool for self-promotion</p>
Individual Equality	<p>Race, sex, and age are legally not supposed to affect the interview process</p> <p>Politeness and respect are shown to all employees a candidate meets, whether receptionist or CEO</p>	<p>Males and older persons may expect to assume dominance in interactions with females and younger persons</p> <p>Level of organizational hierarchy may determine the amount of respect an individual is given</p>
Knowledge of Organization Prior to Interview	<p>Obtain as much information as possible about the company before the interview. Demonstrate awareness of organization in letter and during the interview</p>	<p>Research about organization may indicate excessive and undesirable initiative or independence</p>