



# INTERNATIONAL STUDENTS

RESOURCES, TIPS, AND EVENTS TO SUPPORT YOUR CAREER DEVELOPMENT

Below are resources and tips for international students who wish to work in the United States. If you are looking for employment in another country, our partner Passport Career (see below) is a great resource.

As an international student, you likely possess qualities that employers seek: a global perspective, cross-cultural communication skills, and the ability to be flexible and adaptable when change occurs. You will also face unique and significant challenges in securing internships and jobs in the U.S. Navigating cultural differences, unclear information about whether employers hire international students, and complex visa regulations will require additional time and effort from you.

All visa and work permit questions should be directed to the Office of Global Services in Car Barn, Suite 210. These issues can be complicated and should be dealt with early on in the job search process.

## REFLECTING ON IDENTITY AND CAREER DEVELOPMENT

There may be many aspects of identity at play as you think about your career path. It could be helpful to reflect on the following questions on your own, with a friend, with someone from your academic department, or with a staff member at the Cawley Career Education Center.

- How is your search in the U.S. (or a different country) what you expected, and how is it different?
- 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/GU students, and how does that affect your own process?
- 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 as you adjust?

## RESEARCHING ORGANIZATIONS THAT HIRE INTERNATIONAL STUDENTS

You may have concerns about whether employers in the U.S. will hire international students. Online research and networking conversations can help you to identify organizations that have hired international workers in the past. Passport Career's H-1B Employer Database, My Visa Jobs, E-Verify, LinkedIn's Georgetown International Students & Scholars group, and other resources can be helpful as you research. Visit [careercenter.georgetown.edu/international-students](https://careercenter.georgetown.edu/international-students) to learn more about these resources.

## NETWORKING

You likely have heard that networking is an important part of finding a job in the U.S. This is true! The term 'networking' describes a variety of actions taken to establish and develop professional relationships and to exchange information about particular positions, organizations, or industries. It's ideally a two-way street, where both participants are learning new things and connecting for short-term learning and long-term career advancement goals.

It may be helpful to know that many American students also feel unsure about how to network. Visit [careercenter.georgetown.edu/international-students](https://careercenter.georgetown.edu/international-students) to help you learn more about the process, join the Georgetown International Students & Scholars group on LinkedIn, and stop by the Cawley Center's drop-in hours (Monday-Friday, 1-4pm) to talk with a staff member about a strategy.

## RESUMES AND COVER LETTERS

You probably know that you need a resume if you want to apply for a job or internship. Outside the U.S., "CV" and "resume" are used interchangeably to describe the same document. In the U.S., the term "curriculum vitae" (or "CV") describes a document used to apply for positions in academia and research.

A resume in the US is a one-page document that summarizes and tells the story of your experiences and how they relate to a specific job description or industry. If you want to create a resume for your home country or another country, visit the country guides on Passport Career ([passportcareer.com](http://passportcareer.com)).

Document guidelines vary between industries; familiarize yourself with examples from your field. View the resume section of our website ([careercenter.georgetown.edu/resumes-cover-letters/resume-formatting-tips](http://careercenter.georgetown.edu/resumes-cover-letters/resume-formatting-tips)) and attend workshops and appointments with our center and the Writing Center for support.

*Should I list my immigration status on my 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 use cover letters to evaluate your interest in the position and company, and to assess your writing. Your cover letter should not repeat your resume, but will highlight aspects of your experience that are relevant to the position. Visit [careercenter.georgetown.edu/resumes-cover-letters/cover-letters](http://careercenter.georgetown.edu/resumes-cover-letters/cover-letters) for more info.

## INTERVIEWING

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

- Research the company culture beforehand by using websites such as Glassdoor ([glassdoor.com/index.htm](http://glassdoor.com/index.htm)) and by conducting informational interviews.
- Make a list of skills or qualifications you have as an international student (foreign languages, regional expertise, adaptability, etc.).
- Practice sharing your accomplishments using specific and relevant examples.
- Know all of the immigration work regulation options that govern your status and be able to confidently and succinctly explain them to the interviewer if asked.

*When in the hiring process do I reveal that I'm an international student?* It is usually recommended that students wait until an employer asks, but be aware if the company has petitioned for visas in the past. If you are being asked to travel for an interview, you could ask, "Is this a position in which the company is willing to petition for an H1-B as I am currently in F-1 status?" For an additional perspective, read this essay by Adrienne Nussbaum, Assistant Dean for International Student Services at Boston College: [bit.ly/2blMph3](http://bit.ly/2blMph3)

*Are there questions that are illegal for an employer to ask me?* An employer MAY NOT ask: "What is your visa type, nationality, place of birth?" "Of which country are you a citizen?" "What is your native language?" "What language do you most often speak?"

An employer MAY ask: "Are you legally authorized to work in the U.S.?" "Will you now or in the future require sponsorship for an employment visa?" "Which languages do you read, speak or write (if relevant to job)?"

*I hold an F-1 visa. What should I say when an employer asks about my work authorization?* Explain that you have the legal right to work in the U.S. for up to twelve months using Optional Practical Training (OPT) following graduation. The employer does not need to do anything in order for this to happen. If you have graduated with a degree in one of the STEM (Sciences, Tech, Engineering, and Math) fields, then share that you are eligible for a 24-month STEM extension of your OPT. If you do not have a degree in a STEM field or if you've completed your STEM extension, you should explain that your work authorization can be renewed for another three-to-six years with H-1B status. If the employer asks for more information, you should be able to clearly explain the H-1B process. The Office of Global Services hosts H-1B workshops; to learn more, visit [internationalservices.georgetown.edu/sessions](https://internationalservices.georgetown.edu/sessions). Helpful hint: Avoid using the word "sponsor," instead use the word "petition" when speaking about H-1B status.

Visit [careercenter.georgetown.edu/interviewing](https://careercenter.georgetown.edu/interviewing) for sample interview questions and more information.

## RESUME AND COVER LETTER SUPPORT

Drop-in appointments are the quickest way to meet with a Cawley Career Education Center staff member and review documents or ask other quick questions. No need to sign up in advance, just stop by the Cawley Center anytime Monday-Friday, 1-3pm.

## ONLINE RESOURCES

**PassportCareer.com** - A resource for seeking employment in the U.S. and abroad. Has a list of employers who have sponsored visas in the past and interactive sessions on how to find a job that will sponsor a visa (see below!). To sign in, use your Georgetown email and the following Georgetown registration key: **gtown987**.

**U.S. Citizenship & Immigration Services** ([uscis.gov](https://uscis.gov)) - The official government website for INS provides information for foreign nationals.

**AIESEC** ([aiesec.org](https://aiesec.org)) - An international student organization with opportunities for internships, conferences, and leadership positions.

## EMPLOYMENT SESSIONS WITH THE OFFICE OF GLOBAL SERVICES

International students in F-1 or J-1 immigration status sponsored by Georgetown University who wish to apply for off-campus employment authorization must attend an information session before submitting an application to the Office of Global Services (OGS). Most sessions are specific to either F-1 or J-1 status. The H-1B session is open to all non-U.S. citizens. **RSVP for in-person sessions** and complete sessions online at [internationalservices.georgetown.edu/sessions](https://internationalservices.georgetown.edu/sessions).

All sessions are held in the OGS Conference Room, Car Barn 230, 3520 Prospect Street, NW, unless otherwise noted. Students **must RSVP** to the session they wish to attend. Late arrivals at sessions may be denied entry.

### F-1 Pre-Completion Employment (CPT, OPT, Int'l Org, On-Campus work)

Thursday, January 11, 1:30pm | Tuesday, February 6, 2:00pm | Tuesday, April 9, 3:00pm | Wednesday, May 2, 3:30pm

### F-1 Post-Completion Employment - OPT

Friday, January 19, 11:00am | Tuesday, January 30, 11:00am | Monday, February 12, 12:00pm | Friday, February 23, 1pm |  
Tuesday, March 15, 1:30pm | Friday, April 6, 11:00am | Tuesday, May 1, 1:00pm | Tuesday, May 15, 12:00pm

**H-1B Temporary Worker**

Wednesday, February 21, 5:30, White-Gravenor 201A

**J-1 Academic Training**

Tuesday, May 1, 4:00pm

**WORKSHOPS WITH CAWLEY CAREER EDUCATION CENTER****How to Find Employers That Hire You!**

Friday, February 2<sup>nd</sup>, 11:00am

Come to this quick, 30-minute workshop to learn more about to find employers that sponsor H1B visas, employers who have hired GT students for CPT and OPT, as well as international organizations that can hire you due to the International Immunities Act.

**Parley Your Network into Work Opportunities**

Friday, February 23<sup>rd</sup>, 2:00pm

Learn about the importance of and tactics for networking on the American job market from cross-cultural communications specialist, Anastasiia Stoiatska. The workshop will provide you with specific tools you can use to build, attract, and sustain your professional network.

**WORKSHOPS WITH PASSPORT CAREER**

We partner with Passport Career to offer interactive, online training for international students. You must register for these virtual sessions at least 24 hours in advance.

To see specific timing for webinars and to register, go to [www.passportcareer.com](http://www.passportcareer.com), log in (or use Georgetown registration key **gtown987** to create an account), click on 'Career Training,' select the training you want, and fill out the registration form. You will receive an email with instructions to sign in to attend the training virtually on your computer. **You must register for these virtual sessions at least 24 hours in advance.**

**Strategies for Targeting H1b Employers**

Tuesday, January 23<sup>rd</sup>

Are you looking for employment in the USA but are not a U.S. citizen? Do you need to find an employer who will sponsor you for a work permit? Thousands of U.S. employers hire people on H1bs each year, but landing an opportunity with this special work permit/visa status can be challenging. Join this webinar to learn strategies on how you can strategically approach H1b employers for U.S. employment.

**International Students & Career Strategies**

Wednesday, January 24<sup>th</sup>

Are you an international student seeking employment in your host country, home country or other location? Invest one hour of your time to develop a powerful career transition strategy using Passport Career effectively, efficiently, and strategically based on YOUR career interests!

**LinkedIn Profiles: Develop an Awesome Profile & Build Your Brand! (Part 1)**

Thursday, January 25<sup>th</sup>

Learn about what you need to do maximize the visibility and effectiveness of your profile and how to build your online reputation or brand so you can network effectively across the LinkedIn platform.

**USA Work Visas: Alternatives to the H1b**

Monday, January 29<sup>th</sup>

Most people think that the H1b work visa is the only option if they want to work in the USA and need employer sponsorship. However, there are several excellent alternatives that you may not know about, which may also be a better fit for you and possibly easier to enter US employment. This training will share several viable options for both students and professionals.

**LinkedIn Connections: Building Global Contacts & Networking Strategically (Part 2)**

Tuesday, January 30<sup>th</sup>

Develop your networking confidence and maximize the many features on LinkedIn to build your connections and make those connections powerful tools to help you with your job search. You will learn how to actively engage with the expansive LinkedIn community, including alumni networks, key business and organizational leaders, and strategic participation in discussion groups.

**Create a Powerful Global Resume or CV**

Wednesday, January 31st

Would you like to turn your resume or CV into a powerful marketing tool to help you with your career transition or job search? Join us for this strategic webinar on how to create a resume or CV that helps open doors and get results! Bring your resume or CV and ask your questions so you can make immediate changes.

**Finding Jobs/Internships with the UN & Intergovernmental Organizations**

Friday, February 2nd

Have you ever thought about working with the United Nations or The World Bank? These intergovernmental organizations are just a few among dozens of multilateral organizations that often seek out people from other countries (non-nationals) to work full-time, as a consultant, or as an intern. We will share strategies to help you open the door to opportunities at these organizations.

**Stepping Outside the Academic World: Career Strategies for PhDs and Postdocs**

Monday, February 5th

Are you considering a transition from academia to industry, such as business, nonprofit, government or other sector? This training is designed for PhDs and postdocs transitioning outside of academia. You will learn options, opportunities and strategies that will help you create your strategic career plan to ensure a smooth and successful transition whether it be in your home country or a different country.

**LinkedIn Job Search: Recruiters, Employers and Jobs (Part 3)**

Tuesday, February 6th

It is easy to find jobs on LinkedIn, but what you really need is a strategy to apply for those jobs and connect with the recruiters on LinkedIn. Learn how to find and stay aware of jobs relevant to you, use company profiles to develop a specific job application, find out about your competition when applying for jobs, and leveraging your connections to help your profile stand out.

**Strategies to Develop Your Global Network**

Tuesday, February 13th

Do you have the right contacts in the right places? It can be challenging to make contacts in another country. Join this training to learn how to create a global network and how to manage the networking process to make it work effectively for your job search!

**Is Your Career Portable?**

Friday, February 16th

Do you have the right contacts in the right places? It can be challenging to make contacts in another country. Join this training to learn: How to network with people in other countries; Which business networks are used in different countries; How to reach out to professionals you want to network with but don't know and how to increase your chances of getting replies; Strategies to create a robust global network, and: How to manage the networking process to make it work effectively for your job search!

**Your Passport Career Strategy**

Tuesday, February 20th

Are you new to Passport Career or have been with us for a while and are still looking for a job, internship, or other opportunity? Invest one hour of your time to learn how to use Passport Career effectively and strategically based on YOUR career interests!

**Strategies to Break Through Cultural Barriers in a Global Job Search**

Friday, February 23rd

Are you relocating to a new country for business, employment, studies, or family reasons? Join this training to help you adapt to the local social and business culture. Learn about 5 key areas of business culture and how to master them, how to identify subtle cultural differences that can make or break your communications and integration, and where to get help if you're experiencing culture shock.