Create An Action Plan
Set S.M.A.R.T (Specific, Measurable, Actionable, Realistic, and Time-bound) goals that include specific numbers to track your progress.

For example: “Complete 2 informational interviews with contacts in target companies within the next 15 days.” Below are additional suggestions you can include in your action plan:

- Create a target list of companies.
- Set S.M.A.R.T. goals for completing job applications and conducting follow-ups with contacts.
- Schedule self-care activities such as exercise, relaxation, or time with friends.
- Evaluate effectiveness of strategies and adapt as needed. Remember that UCS counselors are available to support you at any point in your process, whether you are just beginning to consider your options or are deep into the application!

Tips for An Effective Search
1. Every job and internship search takes time, energy and resilience. The most successful job searches involve consistent action and a determination that isn’t hindered by hearing “no.”

2. Make sure all your documents are pristine. Difficult formatting or even simple typographical errors can exclude you from consideration.

3. Make sure all your documents are customized. Using the same generic resume or Curriculum Vitae (CV) for every position is a missed opportunity. Identify the critical skills for each position and use your resume/ CV as a way to demonstrate the best examples of your skills in action. A targeted resume/CV will always be more successful than a generic resume/CV.

4. Over 85% of jobs are found through networking and not just submitting resumes online. Be proactive by attending networking events, information sessions and industry panels. Try to meet as many professionals as possible and tell everyone you know that you’re job searching. Reach out to UC Berkeley alums and use electronic resources like LinkedIn to make connections.

5. Practice your interviewing skills prior to actually needing them. Too often students scramble to prepare after being offered an interview slot. Practice on-line using Big Interview in the Resources section of Handshake.

SMART Goal Practice
Write a goal you would like to set in order to hold yourself accountable to reach a goal.

I will...
The Job & Internship Search

Develop A Target
The beginning of a job or internship search can seem overwhelming, but if you break it down into pieces, it becomes less scary. As you begin the process think about what you want and need in a position.

Here are some ideas on what to ask yourself as you clarify your job targets:

- Based on your values, interests, personality, and skills, what types of industries are you targeting?
- What types of job functions are you interested in that match your qualifications?
- What are job titles for those positions?
- Where are you interested in living? Are you willing and able to commute?
- What are your budget and salary needs?

Do Your Research
Research, research, research! Use resources such as Vault the Occupational Outlook Handbook, and O*Net to learn more about industries, market trends, and specific organizations. Company websites are also an excellent resource for learning specifics about the organization’s mission, focus, and culture.

Search Opportunities
There are many search engines that you can use on your job or internship search. The key is to search them consistently on a regular basis so that you are aware of what is out there for your chosen field.

- Career Fairs and Company Information Sessions are an excellent way to learn about organizations, network, and identify openings. The Career Center hosts hundreds of employer information sessions and approximately 8,000 interviews through On-Campus Recruiting.
- Handshake – Includes over 40,000 job and internship postings by companies and organizations that recruit Carolina students. You can also learn about dates of On-Campus Recruiting and Career Fairs through Handshake.
- Other Search Engines – There are several sites that post openings specific to fields of interest. Keep in mind that using these sites to identify openings should constitute only a small portion of your overall job search strategy.
As an international student, you may have unique concerns when it comes to internship or job searches in the U.S. In addition to the search strategies on p. 16-18, consider these tips to become a more competitive candidate.

**NETWORKING**
Networking with personal and professional contacts is often the key to securing employment in the U.S. and should be a priority in your search. See p. 10 to learn networking tips and how to avoid shyness or modesty from getting in your way. In the U.S., it is very common for students to reach out to more experienced professionals. Having current professionals, Cal alumni and recruiters on your side increases the likelihood a company will see the benefit of hiring you as an international candidate.

Practicing networking is a great opportunity to refine your English language and interpersonal skills, so you can be successful in your search and have rewarding experiences at Cal. Strong English language skills, non-verbal communication skills and interpersonal skills are all crucial for international students who wish to work and succeed in the U.S., and it’s never too late to start polishing those skills.

**TARGET EMPLOYERS WITH A HISTORY OF HIRING INTERNATIONAL STUDENTS**
To view which employers have petitioned for H-1B employment visas in the past, access GoinGlobal through Handshake, and myvisajobs.com. The latter resource allows you to search for H-1B employers by job title or industry and includes companies that have sponsored for U.S. Permanent Residency. To see where Cal international students have found internships and jobs, join the “UC Berkeley International Student & Alumni Network” LinkedIn group.

**RESUME - U.S. STYLE**
Resumes in the U.S. may be different from CVs in your home country. U.S. resumes do not include personal information such as marital status, date of birth, or photographs. They tend to be one page long and are focused on presenting information relevant to the position. For additional resources, see the Resume section on p. 21-24 for general advice and search the Career Center website for “International Students - Resumes” for advice just for international students.

**INTERVIEWING - U.S. STYLE**
When interviewing in the U.S., you are expected to be comfortable talking about your accomplishments, to demonstrate familiarity with the company and the job description, and to confidently persuade the employer that you are the best candidate for the position. This style of self-promotion may seem brash or boastful, but it will be necessary to adapt to the U.S. norm in order to successfully compete for positions. Interviewing gets easier with practice. For additional resources, see the Interviewing chapter on p. 29-41 for general advice and search the Career Center website for “International Students - Interviewing” for advice just for international students.
Employment Authorization for F-1 and J-1 Students
It is every international student’s responsibility to be fully informed about work authorization options in order to facilitate the hiring process for employers. Eligible F-1 international students are able to work off-campus during their academic program using Curricular Practical Training (CPT) and after graduation using Optional Practical Training (OPT).

The typical duration of OPT is 12 months. International students who have received a U.S. Bachelor’s, Master’s, or Doctoral degree in a STEM field (Science, Technology, Engineering and Mathematics) major may be eligible to apply for a 24-month OPT STEM extension (for a total eligibility of up to 36 months of OPT). Check the Berkeley International Office’s STEM OPT 24-Month Extension page to see whether you qualify for the 24-month extension. If you have further questions, please contact BIO. Eligible J-1 international students are able to work off-campus using Academic Training (AT) both during and after their academic program. All off-campus employment must be related to a student’s field of study. Visit the BIO website for more details.

Discussing Work Authorization & Employment Visa with an Employer
Fortunately for employers, there is little paperwork involved in hiring an international student with practical training work authorization. However, if your employment extends beyond the practical training period, your employer will need to petition you for an employment visa. The H-1B is a common employment visa but there are other options.

The Berkeley International Office (BIO) offers workshops on H-1B throughout the academic year.

Employers unfamiliar with the process of sponsoring someone’s immigration status may be intimidated by the prospect. The best way to prepare for this is to learn as much as you can about the options available to you through BIO and by speaking to an immigration attorney (BIO has a referral list on their website). You can then present the information in a confident, informed way that will encourage the employer. Employers may find the “U.S. Employer’s Guide to Hiring UC Berkeley International Students” helpful on career.berkeley.edu.

Revealing International Student Status
There is no official time when you are required to tell an employer about your international student status. Most employers will ask in the online application form or by the first or second interview. International students should 1) respond honestly about their immigration status and work authorization eligibility when asked and 2) try to discuss this topic after they have marketed themselves to the job. Ideally, the employer will understand that the skills and global perspectives you bring to the company will far outweigh the extra measures needed to hire you.
**Target List**

Keep track of the internships and/or jobs that you apply to during a recruiting cycle.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Position Title</th>
<th>Resume</th>
<th>Cover Letter</th>
<th>Deadline to Apply</th>
<th>Heard Back from Company</th>
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