



HOW TO BE A COMPETITIVE CANDIDATE IN THE US JOB SEARCH

A Checklist for International Student Success

Involvement

- I am an active member of a student club on campus
- I am actively involved in a student club that is not related to my home country
- I hold a leadership position in one of my student clubs
- I have held a part-time job while completing my degree

Preparation

- I actively practice my English skills to polish my verbal and written communication skills
- I regularly meet with the Career Services Office to work on my resume and cover letter
- I have a high quality resume that strongly highlights my skills and is easy to read
- I have a strong handshake and know how to confidently introduce myself to others
- I have done a mock interview through the Career Services Office
- I have completed an internship in my chosen field of study
- I spent time actively updating and maintaining my LinkedIn profile
- All information about me on social media is positive, professional, and presents me in an appropriate way to potential employers
- I spend time researching organizations of interest to me and identifying alumni who work there
- I am knowledgeable about the CPT and OPT process and can confidently explain it to employers
- I consistently take initiative in my job search and demonstrate a determined, persistent approach to achieve my career goals

Communication

- I actively practice my English skills to polish my verbal and written communication skills
- I raise my hand in class and volunteer to present in front of groups
- I have a strong elevator pitch and have practiced it with a member of the Career Services staff
- I can clearly communicate to employers what value I would bring to a company
- I spend time building relationships with faculty and staff on campus
- I spend time identifying alumni and professionals who work in my field of interest, as well as organizations where I would like to work
- I actively reach out to these professionals to learn more about their work and gather information about their profession and organization
- I have relationships with professionals in my field of interest and at organizations in which I would like to work after graduation