



Engineering Co-op & Career Services

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Career Planning Checklist for New International Students

Congratulations on being accepted into the A. James Clark School of Engineering! We welcome you and look forward to assisting you with your career preparation and job search. This career planning checklist will help you get started:

The summer before you start your program:

- Review information on life in the U.S.** at [New Student Central](#) from the University of Maryland's International Student & Scholar Services (ISSS).
- Check the policies on working** in the U.S. as an international student on [ISSS's website on F-1 Employment](#).
- Visit our website**, <http://careerengr.umd.edu/students>, for tips on career planning, on campus jobs, job search documents (resumes, cover letters, etc.) and the application process. We don't match students with placements in the U.S, but we do provide guidance on the job search process, as well as opportunities for you to connect with potential employers during the year.
- Get a head start on your U.S. internship search.** Attend these career workshops in Martin Hall the week before orientation in August and January! **RSVP** at <http://ter.ps/engrworkshop>.
 - o *Job Search 101 (F1): Career Services & CPT for International Students on F1 Visas**
 - o *Resume Writing**
 - o *Job Search 201 (Networking)*
 - o *Cover Letters & Professional Correspondence*
 - o *Career Fair Preparation*
 - o *Effective Interview Techniques*

*New international students are required to attend **both** the *Job Search 101 (F1)* and *Resume Writing* workshops before Co-op & Career Services can critique your resume or activate your Careers4Engineers account.

- Attend orientation** for both your department and ISSS. In addition to your *Required ISSS Immigration Session*, [these ISSS sessions](#) held in Susquehanna Hall help you adjust to your new host country, city and university:
 - o *Academic Success & U.S. Classroom Culture*
 - o *American Social Culture & Practical Tips*
 - o *Getting Around: Transportation & Parking*
 - o *Finding On-Campus Employment*
 - o *Understanding U.S. Healthcare*
 - o *Safety & Security at UMD*
 - o *Tools for Cultural Adjustment*
 - o *Becoming a Washington, DC "Insider"*
- Apply for on campus jobs.** See <http://ejobs.umd.edu> for graduate assistant position listings. Identify campus labs and units that hire students at <http://careerengr.umd.edu/students/campus-jobs>. You do **not** need to meet with an engineering career advisor nor do you need access to Careers4Engineers/ Careers4Terps in order to apply to most on-campus jobs. Please refrain from visiting campus offices to ask for a job. The answer will most likely be no.

During your first semester:

- Bring your updated resume in for a critique.** Our peer and professional advisers critique resumes on a walk-in basis, Monday-Friday, 8:30-4:15. You do not need an appointment.
 - o Bring a hard copy of your resume with you. Once we confirm that you have attended both of the required workshops, we will activate your [Careers4Engineers](#) account and give you suggestions on how to further improve and build your resume.
- Update your Careers4Engineers profile.** [Careers4Engineers](#) is an online database for engineering majors at the University of Maryland to apply for jobs, connect with employers, and request and schedule on-campus interviews. You must update your personal and academic profiles, and acknowledge the policy statements on honesty and professional integrity before you can search and apply for internships or jobs.

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During your first semester (continued):

- Read your email** from Engineering Co-op & Career Services to learn about networking opportunities and job application deadlines.
- Apply for summer internships.** It may seem early to apply for summer jobs in September, but recruiting season begins at the same time classes do. Applications for summer 2017 internships may have deadlines anytime between September 2016 and April 2017. Consider attending a workshop on [Cover Letters & Professional Correspondence](#) to help you tailor your job applications for U.S. recruiters.
- Prepare for and attend career fairs.** U.S. employers are interested in much more than your tech skills and test scores. The University of Maryland campus wide career fairs occur in mid-September and mid-February. Because there is not much time to prepare, it is important to attend a [Career Fair Preparation](#) workshop. Be sure to research the companies, dress for success and practice your “elevator speech”. There are smaller major-specific career fairs held throughout the year. See our website for this year’s dates.
- Attend [employer information sessions](#)** (where employers come to talk about internship and job openings) to network, submit a resume, and learn about a company. Dress professionally, request business cards and send thank you notes to professionals you meet. Maintain an open mind; you never know what opportunities will be interesting!
- Impress in your interviews.** Attend an [Interview Techniques](#) workshop to learn how to prepare so you really stand out in an interview.
- Don’t accept the first offer you get!** Attend a workshop on [Evaluating Job Offers & Salary Negotiation](#) so you know what to do (and what NOT to do) when you get that job offer, how to respond and whether to negotiate.
- Be patient.** Not everyone gets an internship offer during their first semester. Keep applying to open positions and building your network and skills.

And while you are a Clark School student, don’t forget to:

- Ask your friends and more senior classmates** about their internship and job opportunities. Learn from your friends’ experiences with finding and applying for jobs. Plus, they may even be able to put you in contact with recruiters at their job! You can also connect with former Terps through the UMD Alumni Advisor Network.
- Develop your professional network.** Attend a [Job Search 201](#) workshop to learn how to start a conversation with a professional in your field to start building your network. Join professional organizations and student clubs to get to know more people with similar interests.
- Create a LinkedIn profile.** Create a profile that features a summary, your internships, relevant coursework and class projects. Attend a [LinkedIn 101 workshop](#) for help creating your profile. Connect with both classmates and professionals, organize and stay updated with your growing network.
- Prepare for life after graduation.** Attend [International Student & Scholar Services Office’s](#) workshop on OPT during your last semester or year at Maryland to learn about your rights and responsibilities if you wish to seek full time employment in the U.S.
- Stay in touch.** We love to have former students volunteer to talk to new students. Remember how helpful it was for you to hear from more experienced students and alumni. Join the alumni association after you graduate so you can continue to be a part of the Terp community.

For more career-building tips, follow
[UMDCareerENGR](#) on   



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