



GUIDE FOR NEW INTERNATIONAL STUDENTS

Welcome to Engineering Career Services! If this is your first semester at University of Maryland, we know you may have a lot of questions. To make your job search process easier, please complete the following steps before scheduling an appointment with our office.

Important

- We are excited to help you successfully land an internship! Prior to the start of the semester, the Resume Writing Playlist/Resume Writing Workshop **AND** the Find an Internship: Tips for International Students workshop are **required before your resume critique**. After these workshops are complete, you will need to provide your original resume/CV for your new resume review appointment. Please note that we require both documents for the appointment.
- Schedule a resume review with our office. You can see us in person at 1131 Martin Hall (8:30am-4:30pm) or virtually (1:00pm-4:00pm) if you schedule an appointment through C4E*. If you need a virtual appointment outside of those hours, email careerengr@umd.edu.

Resume

- Watch our How to Write a Winning Resume Playlist (go.umd.edu/ecsresumevideos). This is an on-demand recording of our Resume Workshop, which answers many common questions.
- Read through our Resume Handout (go.umd.edu/ECSResumeHandout). Pay particular attention to pages 5 and 6 to learn how to write strong bullet points and see a list of helpful verbs to start your bullet points with. Look through sample resumes, beginning on page 13, for inspiration on how to organize your resume.
- Update your own resume. Do your best to make sure your resume is only on one page. If you can't get it to one page, no problem! We can help.

Job Search

- Review our webpage for Working as an International Student (eng.umd.edu/careers/students/international).
- See our Top Tips for New International Students Handout (go.umd.edu/ecsintltips).
- Get a head start on your U.S. internship search by attending career workshops. Workshops are offered throughout the year. Register for workshops through C4E*. See all (eng.umd.edu/careers/students/workshops).
- You do not need to visit our office to apply to on campus jobs (eng.umd.edu/careers/students/campus-jobs).
- You are eligible to apply for external internships after you complete two semesters at UMD.
- To see external job postings on C4E*, you will have to have your resume reviewed and approved by our office.

*C4E

Careers4Engineers (C4E) is our online job portal. You can access the portal to register for workshops but will not see jobs until your resume is reviewed and approved. See all details (eng.umd.edu/careers/students/job-boards).