



# GUIDE FOR 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 workshops are **required before your resume review**. 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 Handshake\*. If you need a virtual appointment outside of those hours, email [careerengr@umd.edu](mailto:careerengr@umd.edu).

## Resume

- ☐ Watch our How to Write a Winning Resume Playlist ([go.umd.edu/ecsresumevideos](https://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](https://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.
- ☐ Activate your **Quinnia** account ([quinnia.io/access](https://quinnia.io/access)) and review the feedback it provides you.
- ☐ Update your own resume. Do your best to make sure your resume is only on one page (graduate students can have up to two pages). If you're having trouble, we can help.

## Job Search

- ☐ Review our webpage for Working as an International Student ([eng.umd.edu/careers/students/international](https://eng.umd.edu/careers/students/international)).
- ☐ Get a head start on your U.S. internship search by attending career workshops. Workshops are offered throughout the year. Register for workshops through Handshake\*. See all ([eng.umd.edu/careers/students/workshops](https://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](https://eng.umd.edu/careers/students/campus-jobs)).
- ☐ You are eligible to apply for external internships after you complete two semesters at UMD.

## \*Handshake

Handshake is our online job portal. See all details at [eng.umd.edu/careers/students/job-boards](https://eng.umd.edu/careers/students/job-boards).

We look forward to working with you!

Turn page to see our Top Tips —>

# TOP CAREER PLANNING TIPS FOR NEW INTERNATIONAL STUDENTS

- ☐ **Explore our website.** View tips, access handouts, watch pre-recorded workshops, find employment statistics and read student success stories: [eng.umd.edu/careers](http://eng.umd.edu/careers)
- ☐ **Make note of our career fair dates.** You can view these dates on our website at <https://eng.umd.edu/careers/students/fairs>.
- ☐ **Attend relevant orientation sessions** in addition to your required departmental, grad school, and immigration meetings. ISSS offers sessions that are especially helpful as you prepare for study, work, and life in the U.S. You can register on iTerp.
- ☐ **Start building a network** of friends with similar interests by ...
  - researching and joining a club: [terplink.umd.edu](http://terplink.umd.edu)
  - finding ways to stay active or join a team: [recwell.umd.edu](http://recwell.umd.edu)
  - exploring an engineering student society to get involved in: [eng.umd.edu/careers/employers/student-societies](http://eng.umd.edu/careers/employers/student-societies)
  - thinking about trying a new hobby: [thestamp.umd.edu/studioa](http://thestamp.umd.edu/studioa)

Meeting people and making friends that grew up in the U.S. can help you gain insight into U.S. culture. Employers want to hire students who have developed interpersonal skills, not just technical expertise.

- ☐ **Follow us on LinkedIn, Facebook, and Instagram @UMDCareerENGR** for more career building tips, student stories, and information about upcoming opportunities!
- ☐ **Apply for on-campus part time jobs.** See which departments usually hire students at [eng.umd.edu/careers/students/campus-jobs](http://eng.umd.edu/careers/students/campus-jobs). Refrain from visiting campus offices in person to ask for a job. The answer will most likely be no.
- ☐ **Explore Handshake before classes begin.** Use handshake to see resources, schedule appointments with career advisors, view jobs, find live workshops to attend, find and attend recruiter events, and begin researching options.
- ☐ **Meet employers on campus** to build your professional network and learn about possible career paths or internship opportunities.
- ☐ **Prepare for the job search process** by practicing writing a cover letter, use Quinncia to prepare for an interview, or look for opportunities within your department and UMD as a whole to expand your networking. See [eng.umd.edu/careers/students/](http://eng.umd.edu/careers/students/) to access guides and view employment outcomes for past students.
- ☐ **Keep up with your classes.** Grades and learning are crucial for your employability. Make sure you are managing your time and studying throughout the semester. Ask for help and reach out to your instructors and TAs if you don't understand the material.
- ☐ **Take Advantage of these other campus resources** for your academic and personal well-being

*International Student & Scholar Services*  
*University Health Center*  
*University Counseling Center*  
*Writing Center*  
*Maryland English Institute*

*Office of Multicultural Involvement & Community Advocacy [MICA]*  
*Undergraduate & Graduate Student Legal Aid*  
*University Recreation & Wellness*  
*Accessibility & Disability Service*