



RUTGERS[®]
Career Exploration
and Success

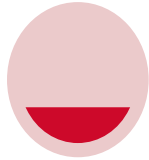
Finding On Campus Employment for International Students

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KEEP IN MIND

- F-1 & J-1 students must maintain their legal immigration status to benefit from employment opportunities in the United States.
- Students must ensure they obtain proper work authorization prior to engaging in employment (on-campus and off-campus). Speak to Rutgers Global for more information.
- The Federal Work Study Program is not available for international students, so if asked this question your answer should be “no.”

THE STRATEGY

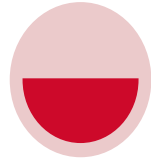


PREPARE

Resume/CV

Cover Letter

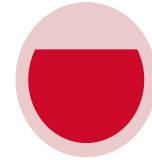
Schedule a Resume
and Cover Letters
Review in Rutgers
Handshake*



NETWORK

Professors/Other
Department Staff

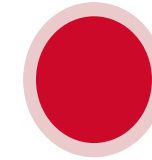
Contacting On-Campus
Employers Directly



APPLY

Handshake*

Department Websites



INTERVIEW

Big Interview

Schedule a Mock
Interview in Rutgers
Handshake*

*Please check the [Career Exploration and Success website](#) to confirm eligibility of services

PREPARE: RESUME LAYOUT

First Name Last Name
Piscataway, NJ 08854 | (123) 456-7890 | Email: j@email.com
LinkedIn:

EDUCATION
Rutgers University, New Brunswick, NJ
Master of Science in Major | GPA: _____ Month Year
Rutgers University, New Brunswick, NJ
Bachelor of Science in Major | GPA: _____ Month Year

TECHNICAL SKILLS
Programming Languages:
Programs:
Operating Systems:
Certifications:

PROJECTS
Project Name, Course Name, Rutgers University, New Brunswick, NJ Month Year – Month Year
• Action – Result
• Verb (Result: to, in order to, by, for, such as, resulting in) – Quantify? (#, %, \$)
• Add bullet
Project Name, Course Name Month Year – Month Year
• Add bullet
• Add bullet
Project Name, Course Name Month Year – Month Year
• Add bullet
• Add bullet
Project Name, Course Name Month Year – Month Year
• Add bullet
• Add bullet
Project Name, Course Name Month Year – Month Year
• Add bullet
• Add bullet

EXPERIENCE
Position title, Company Name, City State Month Year- Month Year
• Add bullet
• Add bullet
• Add bullet
Position title, Company Name, City State Month Year- Month Year
• Add bullet
• Add bullet
• Add bullet

LEADERSHIP EXPERIENCE
Position title, Company Name, City State Month Year- Month Year
Position title, Company Name, City State Month Year- Month Year

RELEVANT COURSEWORK
Course 1 Course 4 Course 5
Course 2 Course 3 Course 6

HEADING: Name, City/State, Email/Phone - LinkedIn Link

EDUCATION: Undergraduate & Graduate Degrees ONLY

TECHNICAL SKILLS: Computer Skills, Laboratory Skills, etc. - *if related to position applying for, at bottom of page if not*

PROJECTS: Relevant Academic or Personal Projects - *most recent first*

EXPERIENCE: Add experience - *most recent first*

LEADERSHIP EXPERIENCE: leadership roles and/or **ACTIVITIES:**

PREPARE: WRITING THE CONTENT

First Name Last Name
Piscataway, NJ 08854 | (123) 456-7890 | Email@gmail.com
LinkedIn:

EDUCATION
Rutgers University, New Brunswick, NJ
Master of Science in Major | GPA: Month Year

Rutgers University, New Brunswick, NJ
Bachelor of Science in Major | GPA: Month Year

TECHNICAL SKILLS
Programming Languages:
Programs:
Operating Systems:
Certifications:

PROJECTS
Project Name, Course Name, Rutgers University, New Brunswick, NJ Month Year - Month Year
• Action + Result
• Verb (Result: to, in order to, by, for, such as, resulting in) - Quantify? (#, %, \$)
• Add bullet

Project Name, Course Name Month Year - Month Year
• Add bullet
• Add bullet

Project Name, Course Name Month Year - Month Year
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Project Name, Course Name Month Year - Month Year
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Project Name, Course Name Month Year - Month Year
• Add bullet
• Add bullet

EXPERIENCE
Position title, Company Name, City State Month Year - Month Year
• Add bullet
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Position title, Company Name, City State Month Year - Month Year
• Add bullet
• Add bullet
• Add bullet

LEADERSHIP EXPERIENCE
Position title, Company Name, City State Month Year - Month Year
Position title, Company Name, City State Month Year - Month Year

RELEVANT COURSEWORK
Course 1 Course 4 Course 5
Course 2 Course 3 Course 6

Writing Resume **Bullet Points**

Action + Result

- **Action** = Power Verb
- **Result** = to, in order to, by, for, such as, resulting in
- **Tense:** Past vs. Present Tense (Collaborated/Collaborate)

Avoid Collaborating (no ing)

***BONUS – Quantify (#, %, \$)**

FINAL TIPS

- Technical Skills** for relevant majors
- Focus on **Projects/Leadership Skills/Activities** if no work experience
- CES has sample resumes on the website

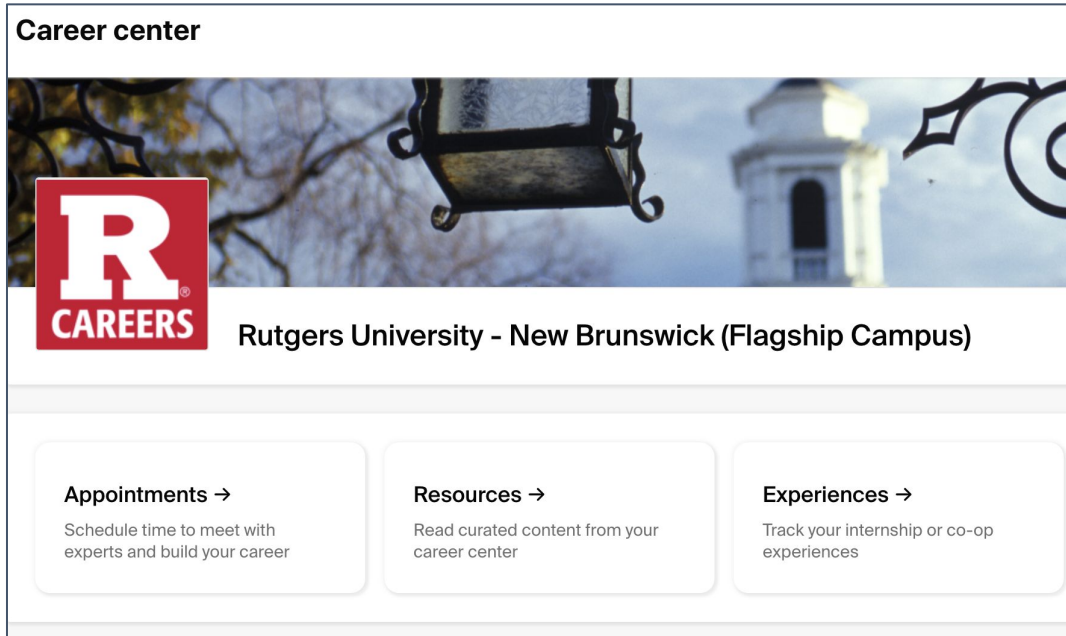
PREPARE: COVER LETTER TIPS

3 Cs Rule: all correspondence must be

- **Clear** = who you are and why writing
- **Concise** = get to the point
- **Compelling** = compel reader to take action, such as arranging an interview

- Always** submit a **well written** cover letter even if not required
- Introduce** yourself (class year and what you're studying) and why you are writing
- Note** in the 1st paragraph if you have met the person the cover letter is addressed to, or if you were referred by a current employee
- Compare** your skills and experience to what **employer is looking for**
- End** with desired action

PREPARE: HAVE YOUR DOCUMENTS REVIEWED



*Please check the [Career Exploration and Success website](#) to confirm eligibility of services

- Make an appointment in [Handshake](#) with a Career Advisor for “Resume and Cover Letters Review”*
- If you run into technical challenges with the process of making an advising appointment reach out to careers@echo.rutgers.edu for assistance
- Ask someone you trust to review your documents and provide feedback

NETWORKING: TIPS

- Reach out to professors and other department staff to politely inquire about employment opportunities.

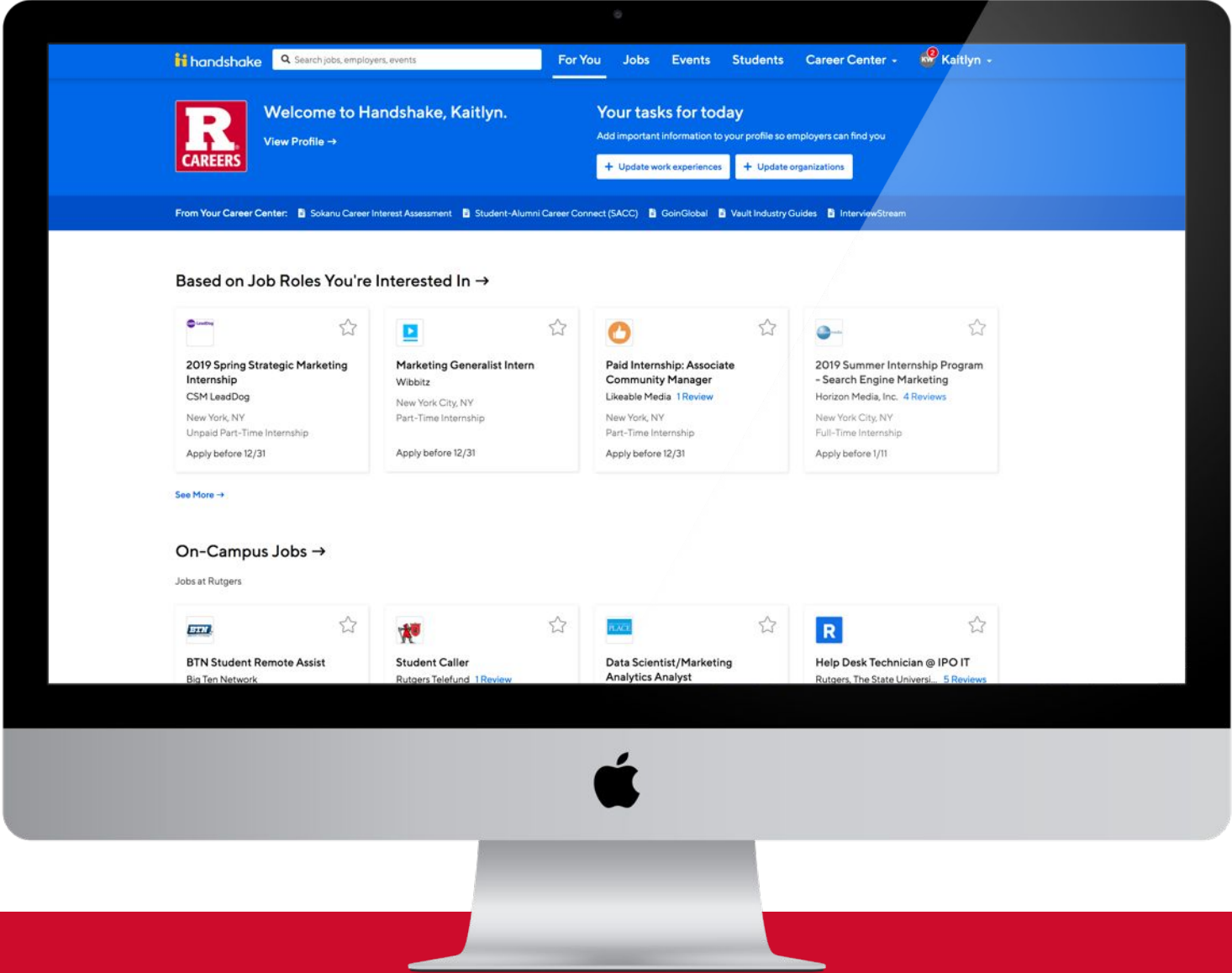
Tip: Graduate Students, reach out to your professor and academic departments to inquire about Teaching Assistant/Graduate Assistant/Grader positions available.

- Once your resume is ready, consider approaching on-campus employers in-person with a copy of your resume. Ask for a manager and be prepared to address who you are, what you're studying, and why you're interested in working at their department or organization.

Tip: Focus on what skill sets you have to offer the employer versus what the employer will offer you.

RUTGERS HANDSHAKE

CAREERS.RUTGERS.EDU/HANDSHAKE



APPLY: DEPARTMENT WEBSITES

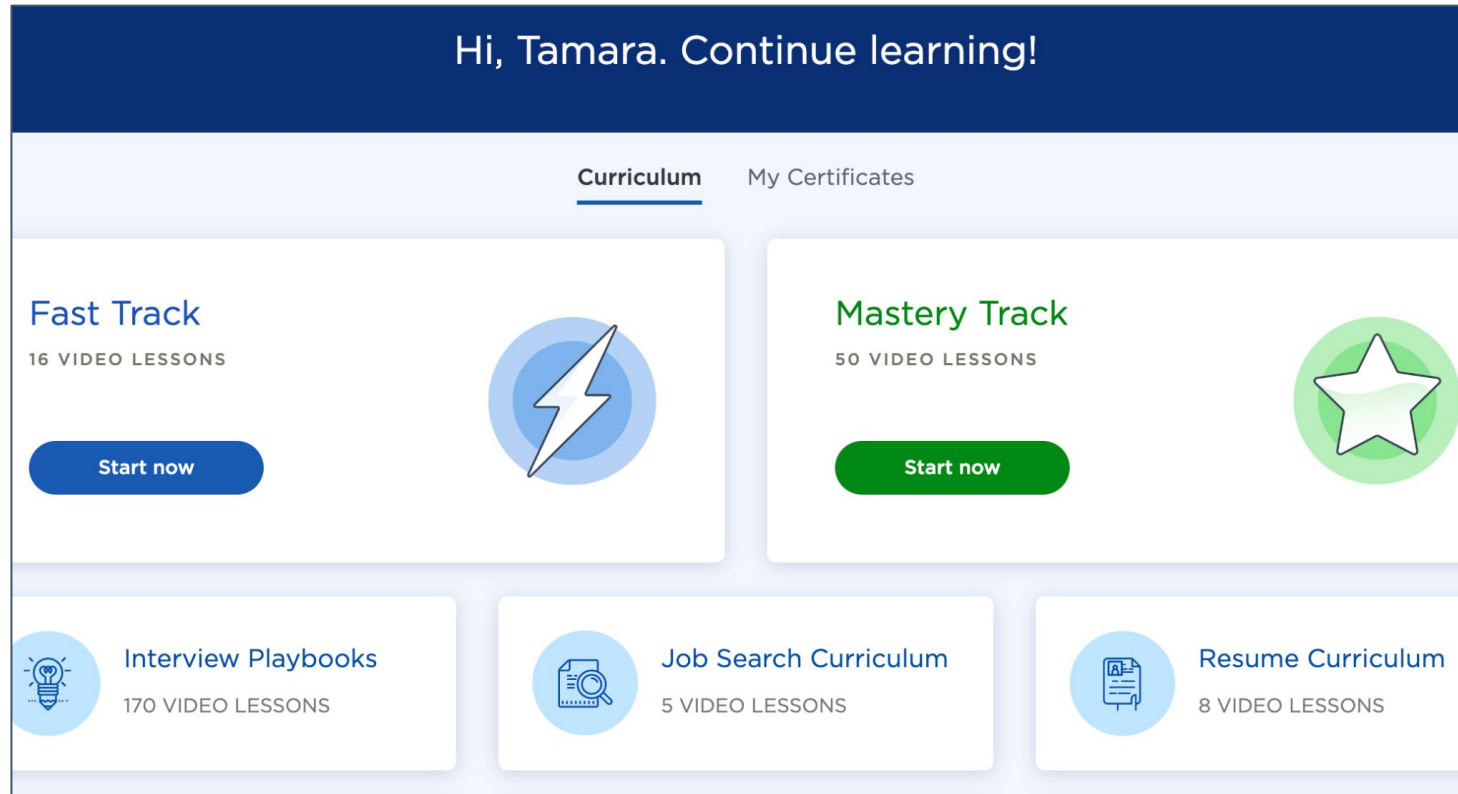
- Eagleton Institute of Politics
- Office of Disability Services
- Office of Information Technology (OIT)
- Residence Life
- Rutgers Athletics Rutgers Athletics – Tutoring
- Rutgers Dining Services
- Rutgers Learning Centers
- Rutgers Police (RUPD)
- And Others

This is a sampling of on-campus employers that have hired international students previously - there are others!

INTERVIEW: COMMON QUESTIONS

- Tell me about yourself...
- Why did you apply for this position?
- What do you know about our department?
- Why did you choose your major?
- What's your biggest weakness?
- What's your biggest strength?
- Where do you see yourself in five years?
- Why should we hire you over other candidates?

INTERVIEW: BIG INTERVIEW



“When preparing for a job interview, it's not enough to only read advice - you need to put that advice into practice! That's why Big Interview isn't just a training course. You'll also get hands-on practice with mock interviews tailored to your specific major or area of interest.”

BIG INTERVIEW

rutgers.biginterview.com

ADDITIONAL INFORMATION

Access: [On-Campus Employment Tip Sheet for International \(F-1 and J-1\) Students](#)

[Career Exploration and Success Events](#)

[International Students Career Community](#)

Contact at Career Exploration and Success (CES):

Tamara Peters

Associate Director of Career Student Communities

International Student Career Advising Lead

tamara.peters@rutgers.edu

Connect with us on social media for updates, events, information, and more.



@RUTGERSCAREERS

Start your career journey and explore our website at:

CAREERS.RUTGERS.EDU