Fall 2023
International Student Success Series
(1) Career Planning and Job Opportunities
August 31
Global FAU
F1/J1 Employment Options

1. On-campus Employment

2. Off-campus Employment during the program:
   - Curricular Practical Training for F1
   - Academic Training for J1

3. Off-campus Employment after complete the program:
   - Optional Practical Training for F1
   - Academic Training for J1
# F-1 Employment Options Key Differences

<table>
<thead>
<tr>
<th>On Campus Employment</th>
<th>Curricular Practical Training (CPT)</th>
<th>Optional Practical Training (OPT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➔ Apply for on campus jobs after being admitted to FAU and enrolled</td>
<td>➔ Must first complete 2 semesters (30 weeks total) of full-time course enrollment</td>
<td>➔ Applied for during final term of study</td>
</tr>
<tr>
<td>➔ Does not need to relate to major</td>
<td>➔ CPT required to engage in any work off-campus (paid or unpaid) during studies</td>
<td>➔ Do not need a job to apply</td>
</tr>
<tr>
<td>➔ Do not need to apply for separate work authorization</td>
<td>➔ Work must relate to major</td>
<td>➔ Approved by USCIS</td>
</tr>
<tr>
<td>➔ <strong>No more than 20 hours total</strong> of on-campus employment permitted during fall/spring terms</td>
<td>➔ Must apply for CPT and be authorized before engaging in off-campus work</td>
<td>➔ Can take 1-3 months to be approved</td>
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<tr>
<td>➔ May work more than 20 hours during official school breaks and summer term (annual vacation)</td>
<td>➔ Approved on a semester basis - <strong>two semesters</strong> of CPT are approved per degree level</td>
<td>➔ Every major is eligible for 12-months of OPT</td>
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<td></td>
<td>➔ Can be part-time or full-time</td>
<td>➔ Approved once per degree in order of degree level. Ex: 12-month OPT for bachelors; another OPT can be approved after earning masters or higher</td>
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<td>➔ STEM OPT eligible majors can extend active period of 12-month OPT for additional 24-months</td>
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</table>

Attend CPT and OPT workshops to learn more! Events can be viewed on ISS Events Calendar.
On-campus Employment Eligibility for F1/J1 students

- Eligible during your first semester.
- Student must maintain valid F status to be eligible.
- Unlike CPT/OPT - on campus work does not need to be related to your major.
- If hired, take the International Employment Eligibility Form (provided by HR) to ISS office to be signed.
- Limited to no more than 20 hours per week during Fall and Spring semesters; can work full-time during school breaks such during the summer and winter/spring break.

Finding a job on-campus
- Visit FAU Handshake and create an application and search for on-campus "student positions"
- FAU Career Center – provides career advising to help prepare students for job search
On-campus Employment Eligibility for F1/J1 students Cont.

Working in more than 1 department on campus:
still limited to **20 hours combined** when classes are in session during fall/spring semesters

Search for job opportunities on campus and apply
Search for student postings on FAU Handshake and FAU Jobs website at least once a week for new opportunities
Ensure the work is being done **on campus** and compensation is directly through the university

Working on campus includes:
- Colleges and Departments
- Bookstore
- Dining Services: Chartwells, Starbucks (Breezeway), Subway (FAU stadium), Dining Hall
- Library
- Recreation Center

Securing a job on campus is competitive!
- Use the services of Career Center to strengthen your resume and candidacy when applying for job opportunities.
Before we get Started

• Raise your hand if you are a NEW student!
• Raise your hand if you are a RETURNING student!
• What are you studying?
• Have you been to the FAU Career Center or scheduled a virtual appointment to meet with our Career Coaches?
• Are you interested in finding a job on-campus and/or internship off-campus?
BUILD TOWARD YOUR FUTURE
MEET WITH A CAREER COACH FOR HELP WITH:

- Deciding a major/career
- Developing job and internship search strategies
- Building résumés, cover letters, and LinkedIn profiles
- Connecting and networking with employers through Handshake
- Planning and applying for graduate and professional school
- Preparing and practicing for interviews
- Getting professional headshots and attire

SCHEDULE AN APPOINTMENT TODAY AT FAUJOINHANDSHAKE.COM

APPOINTMENTS
In-person at the Boca Raton, Davie and Jupiter campuses
Virtual and evening sessions available

DROP-IN CAREER COACHING
No appointment necessary;
Boca Raton campus:
Monday - Thursday 11 a.m. - 5 p.m.
& Fridays 11 a.m. - 4 p.m.
Virtual options available
9 a.m. - 4 p.m. based on availability
5 Steps to Find an On-campus Job or Internship

1. Claim your Account on Handshake
2. Begin researching on-campus positions - Filter by “on-campus” on Handshake
3. Get a U.S.-friendly resume
4. Attend our Career Fairs
5. The FAU Career Center team is here to help you!
Handshake can help build toward your future.

- The #1 way college students find jobs and internships
- Search for full and part-time job opportunities
- Find on and off campus jobs and internships
- Register for career fairs & connect with organizations
- Schedule appointments with a Career Coach

Claim your account at FAU.JOINHANDSHAKE.COM

CAREER CENTER
FLORIDA ATLANTIC UNIVERSITY

CAREER@FAU.EDU | 561-297-3533 | FAU.EDU/CAREER
Resume Must Have’s

- **FULL NAME** and **CONTACT INFO** at the top
- **Education** and **work experience** listed in **REVERSE chronological ORDER**
- **DATES** must be written out with **MONTH** and **YEAR**

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*No abbreviations*
# Cover Letter Guide
(also known as a Letter of Application)

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Your Address</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Contact’s Name</td>
<td></td>
</tr>
<tr>
<td>Contact’s Title</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State Zip</td>
<td></td>
</tr>
<tr>
<td>Contact’s name:</td>
<td></td>
</tr>
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</table>

**First Paragraph - “Why Them?”**

State the intention of your cover letter by including the position you are applying for and how you learned about it. If you were referred by someone or have a contact within the company, state that as well. In a few sentences, tell the employer why you are interested in the position and in their organization. (Here is where you will do research about the company to talk about why you want to work for their organization). Avoid using exact wording from their website or job posting.

**Second Paragraph - “Why You?”**

Describe any relevant skills that you have gained throughout your education and professional experience (You can choose to separate this into two paragraphs or keep it as one). You can include skills gained through coursework, activities, jobs, etc. Also make sure to describe the related professional accomplishments you have had. Employers also want to know how you went above and beyond your primary job responsibilities. This is where you can really highlight yourself. Make sure that the skills and accomplishments you are describing combine the requirements/qualifications on the job posting and your resume. You want to show the employer that the experience you have matches what they are looking for without blatantly saying so (You can make that connection in the next paragraph).

**Third Paragraph - “Why Together?”**

Explain why you and the employer would be a great fit. *How do your skills and accomplishments directly tie into what they are looking for? What can you offer them? What can they offer you? What do you hope to accomplish while working there? This paragraph is where you are connecting the dots for the employer on why they should hire you.* You can talk about the ways that your experience matches what they are looking for. Make sure to include the ways that the employer can contact you at the end. Close by showing your appreciation and thanking them.

Sincerely,

(Actual signature)

Your typed name

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1. Why Them?
2. Why You?
3. Why Together?
What is an Internship?

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting.”

– National Association of Colleges and Employers

● Internships = Curricular Practical Training (CPT)

● Must be related to your field of study
Internships (CPT) vs. On-Campus Jobs

Internships (CPT- Off campus)
- Clerical work is limited to 20%
- Project work up to 80%
- Learning objectives
- Start and end date (authorized on semester bases)
- Must be related to your major

On-Campus Jobs
- Clerical work could be 100%
- No project work or limited project work
- An on-campus job can last up to a student’s duration of study
Begin Researching On-Campus Jobs and Internships

Both on-campus internships and on-campus employment will be listed under “on-campus”
Other On-campus Jobs Resources

Part-Time Jobs:

FAU students can find part-time jobs both on and off campus. Part-time jobs are a great way to gain experience while working toward your degree. Here are the top resources:

- **On-Campus**
  - Do you like the idea of working at FAU as a part-time employee? The following websites feature openings for part-time, on-campus jobs to help you with your job search.
  - FAU Human Resources
  - FAU Dining Services
  - Boca Raton or Davie Bookstore
  - FAU Recreation Center
  - FAU Housing and Residential Education
  - FAU Student Union
  - Owls Care Health Promotion
  - Federal Work Study

FAU Human Resources:

FAU Dining Services:
https://dineoncampus.com/FAU/job-opportunities

Boca Raton or Davie Bookstore
Boca Raton or Davie Bookstore

FAU Recreation Center:
https://www.fau.edu/campusrec/about/join-our-team/

FAU Housing and Recreation Center:
https://www.fau.edu/housing/employment/

FAU Student Union
https://www.fau.edu/studentunion/administration/employment.php

FAU Owls Care Health Promotion
https://www.fau.edu/owlscare/student_opps/owlscare.php
Begin Researching Off-Campus Internships

Employers begin recruiting 8.5 months prior to the internship start date.
YOUR
INTERNSHIP
RESOURCE

ON AND OFF CAMPUS
INTERNSHIPS AVAILABLE

REGISTER YOUR EXPERIENCE
THROUGH THE 0 - 4 CREDIT
PROFESSIONAL INTERNSHIP COURSE

START IN YOUR FIRST YEAR — IT’S NEVER TOO EARLY!
LinkedIn Resources: The Largest Professional Network

More than 950 million members in 200 countries and regions worldwide*

*Membership numbers are updated quarterly after Microsoft Earnings
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 14</td>
<td>Career and Internship Fair</td>
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<tr>
<td>Sept. 22</td>
<td>Accounting &amp; Finance Career and Internship Fair</td>
</tr>
<tr>
<td>Sept. 28</td>
<td>Government &amp; Social Services Networking Event</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Internship &amp; Part-Time Job Fair</td>
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<tr>
<td>Oct. 17</td>
<td>Technology &amp; Engineering Career Fair</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>Graduate &amp; Professional School Fair</td>
</tr>
<tr>
<td>Nov. 9</td>
<td>Virtual Career Fair</td>
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</tbody>
</table>

REGISTER NOW ON HANDSHAKE
IRIS AIR PHOTOBOOTH
THE SELF-SERVICE IRIS BOOTH

Elevate your professional image with the Iris Air Photobooth, available exclusively at the FAU Career Center, Boca Raton campus. Prepare to capture headshots that impress and open doors to exciting opportunities.

- Uses high-quality studio lighting and photography equipment.
- Allows users to approve or retake photos and displays posing tips.
- Allows users to crop photos, touch up blemishes, whiten teeth, or apply filters.
- Instantly delivers digital photos via email.

Location: FAU Career Center / Date: Available for walk-ins now! / Time: 9 a.m. - 5 p.m.
For more information, visit our website or contact us at (561) 297-3533 or career@fau.edu.
FREE PROFESSIONAL & BUSINESS CASUAL ATTIRE

DRESS FOR SUCCESS THROUGH THE

OWL PROFESSIONAL CLOTHES CLOSET

The attire is available to all students who use a service such as résumé building or meeting with a career advisor to build an individualized career plan.
CPT/OPT Virtual Workshops Dates

CPT Workshops:

- Wednesday, September 13th, 1-2 p.m.
- Register: [https://fau.joinhandshake.com/edu/events/1351393](https://fau.joinhandshake.com/edu/events/1351393)

- Thursday, October 19th, 10-11 a.m.
- Register: [https://fau.joinhandshake.com/edu/events/1351363](https://fau.joinhandshake.com/edu/events/1351363)

OPT Workshops:

- Tuesday, September 12th, 11 a.m. - 12 p.m.
- Register: [https://fau.joinhandshake.com/edu/events/1351415](https://fau.joinhandshake.com/edu/events/1351415)

- Wednesday, October 18th, 1-2 p.m.
- Register: [https://fau.joinhandshake.com/edu/events/1351449](https://fau.joinhandshake.com/edu/events/1351449)
Interview Role Play

Interview Questions:

Tell me about Yourself

What are your current career goals?

Where do you see yourself in 5 years?
FAU CAREER CENTER

PRACTICE INTERVIEWS

Practice Interview with a Career Coach

Interview Prep

Live Practice Interview with a Career Coach

Practice Interviews are conducted by appointment only and can be virtual or in-person. Practice interview appointments are 50 minutes in length and simulate an actual interview.

To schedule an appointment, visit Handshake and select “Practice Interview”.

Self-Paced Virtual Practice Interview

Interview Prep is a free premium online video-based interview prep tool which uses a webcam to record and practice your interviewing skills. Practice your pitch with the context, emotion and relevancy needed to excel at job interviews.

Go to fau.interviewprep.app and use your FAU email account to register and get started.
YOU LOOK LOST... FOLLOW US!

FAU CAREER CENTER

@faucareercenter | fau.edu/career | 561.297.3533
Reminder: Sign-in for Today’s Event

SCAN ME
Q&A

Any questions?