



UNIVERSITY of CALIFORNIA, SANTA BARBARA  
Education Abroad Program

# LIFE AFTER UCSB: INTERNATIONAL OPPORTUNITIES



**UCSB EDUCATION ABROAD PROGRAM**

2431 South Hall ✦ (805) 893-3763  
[www.eap.ucsb.edu](http://www.eap.ucsb.edu)

**UCSB CAREER SERVICES**

Building 599 ✦ (805) 893-4412  
[www.career.ucsb.edu](http://www.career.ucsb.edu)

# WORK & INTERN ABROAD

## First Things First... Getting a Visa

A visa is required to be able to legally work abroad, and there are multiple ways to obtain a visa.

### 1) Employer Sponsored Work Visas

Your employer must be willing to sponsor you for this type of visa (which can be quite costly and time consuming) so you must find the job BEFORE applying for the visa.

Because of the cost and paperwork involved, it can be difficult to obtain this type of visa with an entry-level position.

This type of visa is most common for jobs in academia, entertainment, and fields that require highly specialized technical skills.

Search for jobs and internships through a search engine such as iHipo: [www.ihipo.com](http://www.ihipo.com)

*How can I obtain an employer sponsored visa?*

Network! Use your contacts that you made while you were abroad for information about opportunities and recommendations. Employers will be much more willing to spend the time and money for the visa with some kind of personal connection.

Work your way up! Begin your career at a U.S. based international organization and take advantage of professional development opportunities to work your way to an overseas position.

Research! Which U.S. based organizations have offices overseas? Which ones are willing to sponsor employees for overseas positions? What skills are required and what can you do now to develop those skills?

### 2) Getting Your Own Work Visa

Some countries allow you to get your own working holiday visa or work permit, even before finding a job.

**Australia:** [www.immi.gov.au](http://www.immi.gov.au)

Working Holiday visas are available for up to 12 months in Australia and you may work up to 6 months for each employer. Search for jobs: [www.seek.com.au](http://www.seek.com.au) (jobs which accept working holiday visas are notated)

**New Zealand:** [www.immigration.govt.nz](http://www.immigration.govt.nz)

The New Zealand government encourages U.S. citizens to apply for a working holiday visa with the emphasis on holiday. The visa is valid for up to 12 months.

**Singapore:** [www.mom.gov.sg](http://www.mom.gov.sg)

The Work Holiday Pass (WHP) allows university students and recent graduates, between 18 and 25 years old, to come to Singapore for up to 6 months.

Search for jobs at [www.contactsingapore.sg/whpsingapore](http://www.contactsingapore.sg/whpsingapore)

**Denmark:** [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard)

The Danish Green Card scheme allows you to obtain a residence permit to live and work in Denmark for up to 18 months if you can score enough points based upon specific criteria.

**Ireland:** <https://www.dfa.ie/travel/visas/working-holiday-visas/>

The U.S. Work & Travel program allows U.S. citizens to work in Ireland for up to 12 months. Participants should be either in post-secondary education or have recently graduated (ie within the last 12 months).

### 3) Program Providers

These are fee-based programs which provide support in obtaining a visa and finding a job or internship. There is a multitude of program providers out there. More info: [www.goabroad.com](http://www.goabroad.com)

Fees may include:

- ✦ Work visa processing & program fees
- ✦ Pre-departure help
- ✦ Job placement (entry-level)
- ✦ In country orientation/support
- ✦ Temporary accommodations
- ✦ Activities

Some people think the fees are worthwhile and others do not. Consider...

- ✦ Will you get paid while abroad? If yes, will your pay be more than the program fee?
- ✦ What are your long-term goals? Is paying a program fee worth the investment to break into a specific field abroad?
- ✦ Will the program guarantee a specific job placement before you have to make a payment?
- ✦ What's included in the program fee?
- ✦ Is the program you're interested in reputable?

## Special Opportunities

There are various funded international opportunities available that include language study, internships, and cross-cultural training. There is a lot of information on these websites, so please check them out for complete details.

**Cultural Vistas:** <http://culturalvistas.org>

Paid fellowships, unpaid internships (small fees may apply; scholarships available), and language study in Argentina, Germany, Russia, Spain, and Switzerland.

**Peace Corps:** [www.peacecorps.gov](http://www.peacecorps.gov)

This is a 24-month commitment living and working in developing countries. To be eligible for service, you must be at least 18 years old and a U.S. citizen.

**Flagship Fellows:** [www.thelanguageflagship.org](http://www.thelanguageflagship.org)

Award for up to 2 years of intensive language study in Arabic, Chinese, Korean, Persian, Russian, Hindi Urdu, Portuguese, Swahili and Turkish.

**Critical Languages Scholarship:** [www.clscholarship.org](http://www.clscholarship.org)

Fully-funded 7-10 week intensive language instruction and extensive cultural enrichment experience, sponsored by the U.S. Department of State.

**Institute of International Education:** [www.iie.org/program-finder](http://www.iie.org/program-finder)

Browse the IIE program finder to search for more fellowships and academic opportunities abroad.

# INTERNATIONAL ACADEMIC OPPORTUNITIES

## Graduate Schools Abroad

### Masters programs

- ✧ Shorter programs for M.A. and PhD programs
- ✧ Two types of Master's degrees abroad:
  - ✧ Taught - fewer but more intensive courses
  - ✧ Research - a little less time spent in classroom

### PhD programs

- ✧ 2-5 years abroad vs. 5-6 years in the U.S.
- ✧ Research earlier in the program

### Research programs and universities

[www.gradschools.com/international-programs.html](http://www.gradschools.com/international-programs.html)

### Cost Concerns

- ✧ University tuition is generally cheaper abroad than in the U.S.
  - ✧ Not true for American Universities abroad
  - ✧ May not be true compared to in-state tuition in the U.S.
- ✧ FAFSA is recognized in many countries
  - ✧ May be able to use your financial aid abroad
  - ✧ May work PT in certain countries

### Accreditation

- ✧ Make sure the university is legitimate and that your degree will be recognized worldwide
- ✧ Begin research by checking:
  - ✧ Council for Higher Education Accreditation International Quality Review
  - ✧ UNESCO Portal on Higher Education Institutions

### Erasmus Mundus

Special opportunity for Global Studies Majors

- ✧ [www.global.ucsb.edu/undergrads/erasmusmundus.html](http://www.global.ucsb.edu/undergrads/erasmusmundus.html)
- ✧ The UCSB Global Studies Department has a joint Program with Erasmus Mundus European Master's Program

## International Graduate Programs in the U.S.

### International Education

- ✧ [www.nafsa.org](http://www.nafsa.org)

### International Policy / Relations / Affairs

- ✧ [www.naspaa.org](http://www.naspaa.org)
- ✧ [www.apsia.org](http://www.apsia.org)
- ✧ [www.ppiaprogram.org](http://www.ppiaprogram.org)

### Thomas R. Pickering Graduate Foreign Affairs Fellowship

- ✧ [www.woodrow.org](http://www.woodrow.org)
- ✧ Funding for graduate studies and a minimum of five years of service in an appointment as a Foreign Service officer

### Teaching English as a Second Language

- ✧ [www.tesol.org](http://www.tesol.org)
- ✧ [www.iatefl.org](http://www.iatefl.org)

## Funding for Graduate Study

### German Academic Exchange Service (DAAD)

- ✧ [www.daad.org](http://www.daad.org)
- ✧ PhD students and postdocs may apply for the DAAD short- or long-term grants for study and research in Germany, do primary research, visit archives, or work with an expert in the field

### American-Scandinavian Foundation

- ✧ [www.amscan.org](http://www.amscan.org)
- ✧ Fellowships and grants for up to one year of study or research. Recipients may study in any field and must have completed undergraduate education.

### Austrian Federal Ministry for Science and Research

- ✧ [www.grants.at](http://www.grants.at)
- ✧ Database of multiple Inner-Austrian grant options for students, graduates and researchers as well as research allowances, prizes and other funding opportunities.

### Boren Fellowships

- ✧ [www.borenawards.org](http://www.borenawards.org) / [www.ltsc.ucsb.edu/urca](http://www.ltsc.ucsb.edu/urca)
- ✧ Boren Fellowships provide up to \$30,000 to U.S. graduate students to add an important international and language component to their graduate education.

### George Mitchell Scholarships

- ✧ [www.us-irelandalliance.org](http://www.us-irelandalliance.org) / [www.ltsc.ucsb.edu/urca](http://www.ltsc.ucsb.edu/urca)
- ✧ George Mitchell scholarships provide funding for one year of graduate study in Ireland or Northern Ireland in any discipline.

### British Marshall Scholarship

- ✧ [www.marshallscholarship.org](http://www.marshallscholarship.org) / [www.ltsc.ucsb.edu/urca](http://www.ltsc.ucsb.edu/urca)
- ✧ Marshall scholarships are tenable at any British university and provide funding for one or two years of study in any discipline, leading to the award of a British University degree.

### Gates/Cambridge Trust Fellowships

- ✧ [www.gates.scholarships.cam.ac.uk](http://www.gates.scholarships.cam.ac.uk)
- ✧ Gates fellowships are available for taught or research based courses of graduate study at the University of Cambridge. Funding covers fees and a maintenance allowance.

### Rhodes Scholarship

- ✧ [www.rhodesscholar.org](http://www.rhodesscholar.org) / [www.ltsc.ucsb.edu/urca](http://www.ltsc.ucsb.edu/urca)
- ✧ Two to three years of study, in any field, leading to a degree at Oxford University. Funding covers tuition, travel, and maintenance expenses.

### Institute of International Education

- ✧ [www.iie.org/program-finder](http://www.iie.org/program-finder)
- ✧ Browse the program finder to find scholarships for graduate study and research grants

### Fulbright Scholars Program: [www.iie.org/fulbright](http://www.iie.org/fulbright)

Apply for a research grant for one year abroad or an English Teaching Assistantship grant.

### Rotary Peace Fellows: <http://www.rotary.org>

Earn a master's degree or a professional development certificate.

# TEACHING ENGLISH ABROAD

## What?

- ✦ TEFL: Teaching English as a Foreign Language  
Teaching English in a non-English-speaking country
- ✦ TESL: Teaching English as a Second Language  
Teaching English in an English-speaking country
- ✦ TESOL: Teaching English to Speakers of Other Languages  
Teaching English anywhere, to anybody who wants it

## How?

- ✦ Without a TESL/TEFL certificate
- ✦ With a TESL/TEFL certificate (classroom or online)
- ✦ Get a certificate while teaching abroad
- ✦ MA TESOL (classroom or online)

## TEFL / TESL / TESOL Certification in the US

- ✦ Costs \$400-\$4000, recommended only if you'll use it long enough to get your money's worth
- ✦ [www.sbccc.edu/education/](http://www.sbccc.edu/education/) for cheap classroom program
- ✦ Many programs available, UCSB Extension \$3700
- ✦ Online program with placement services - [www.oxfordseminars.com](http://www.oxfordseminars.com) (combined TEFL/TESL/TESOL)
- ✦ MA req'd to teach at US or foreign universities

## No certificate required to teach here:

- ✦ Japan – AEON, JET: BA/BS req'd, pays well
- ✦ France - Ministry of Ed. & Fr. Embassy Cult. Services  
intermediate French req'd, \$1K/mo, <http://highereducation.frencheducation.org/teach-in-france>.
- ✦ Spain – Ministry of Ed. Language & Culture Asst:  
intermediate Spanish req'd, 700€/mo  
[www.educacion.es/portada.html](http://www.educacion.es/portada.html).

## Certificate not necessarily required to teach here:

- ✦ National Volunteer Center for English Opens Doors  
[www.centrodevoluntarios.cl/](http://www.centrodevoluntarios.cl/)  
Supported by Chilean Ministry of Education  
United Nations Development Program-Chile
- ✦ Cultural Embrace by API: [www.culturalembrace.com/teach](http://www.culturalembrace.com/teach)

Paid and volunteer English teaching positions in China, Colombia, Italy, Mexico, Thailand and Vietnam

Previous teaching experience not required

Most programs require online TEFL course to be completed before the teaching assignment begins

Tip: How much money do you have saved, and how much can you afford to spend on a certificate? Make sure the company is accredited!

## Get a certificate while teaching abroad here:

- ✦ Korea – Ministry of Education EPIK - [www.epik.go.kr](http://www.epik.go.kr)  
Interact w/ students, teachers and administrators
- ✦ Korea - Talk Program government teaching scholarships - [www.talk.go.kr](http://www.talk.go.kr)  
Stipend, airfare, accommodation, insurance, leave
- ✦ Taiwan, China, Korea and Singapore – Hess Educational Org.  
[www.hess.com.tw/en/](http://www.hess.com.tw/en/)  
\$18-\$22/hr, TEFL cert. after 70-hour training & 1 yr of service

## Placement programs usually cost more but are marginally less hassle for you:

- ✦ Australia - Alliance Abroad/AIDE  
<http://www.allianceabroad.com/>
- ✦ Chile, China, Dominican Republic, Mexico, Peru, South Korea, Spain, Thailand, Vietnam - CIEE Teach Abroad Programs  
[www.ciee.org/teach](http://www.ciee.org/teach)
- ✦ Korea, China, Abu Dhabi and Dubai- Footprints Recruiting  
[www.footprintsrecruiting.com](http://www.footprintsrecruiting.com)
- ✦ Chile: Teaching Chile - [http://teachingchile.com/about\\_us.htm](http://teachingchile.com/about_us.htm)
- ✦ Princeton in Asia: <http://piaweb.princeton.edu>  
Princeton in Asia offers service-oriented posts in the fields of education, journalism, international development (NGOs), and business, with a majority of fellows working as English teachers at universities and high schools.

“ Deciding to apply to Princeton in Asia was the best decision I made as an undergraduate at UCSB. I am currently an Ajarn (Lecturer) of English at Mae Fah Luang University in Chiang Rai, Thailand. I teach 300+ Thai university students who think I am a 26 year-old professor with a Masters or PhD in English! Of course there's no need to dissuade them of this notion. They don't need to know that I'm 22 and I just received my Bachelor's degree in June!

If you're looking for that next adventure following graduation, go online, spend 5 minutes and check out the PiA website. I promise there is a PiA fellowship that you will love! On top of that, this is a great network to tap into. PiA is very down-to-earth and not to mention it has quite the all-star alumni. Come on, Gauchos, this is your chance to go to Asia AND get paid doing it. Don't miss out!”

- Alex Abbott, UCSB class of '12, UCSB EAP Bocconi, Milan, Italy, '10

# US-BASED INTERNATIONAL CAREERS

## What Are My Options?

There are many options in business, communications, trade, public policy, and international education that have opportunities to work for U.S. organizations with branches around the world as well as international organizations with branches in the U.S.

So, how do you go about pinpointing an organization and finding a job? Begin with getting involved in professional organizations – even just their websites often include job boards, publications and recent research, a database of companies, and fellowship, internship, scholarship, research, and graduate school information particular to your field. Professional organizations also provide professional development and networking opportunities through conferences and focus groups.

You can research further on your own by talking to professors and conducting information interviews with professionals in your field.

## Private Sector

The private sector includes businesses and corporations that are for-profit and not run by the government.

### Communications / Media / Entertainment

#### Examples of Employers

- ✧ SONY
- ✧ AOL/Time Warner
- ✧ Vivendi Universal
- ✧ Viacom, Inc.
- ✧ General Electric
- ✧ Walt Disney Corp.

#### Resources / Networking Opportunities

- ✧ International Center for Journalists: [www.icjf.org](http://www.icjf.org)
- ✧ International Association of Business Communicators: [www.iabc.com](http://www.iabc.com)

### Import–Export / Business / Commerce

#### Types of International Business Jobs

- ✧ Human Resources
- ✧ Accounting/Finance
- ✧ Marketing/Sales
- ✧ Advertising/PR
- ✧ Operations/Logistics
- ✧ Technical/Research

#### Resources / Networking Opportunities

- ✧ World Trade Organization: [www.wto.org](http://www.wto.org)
- ✧ International Chamber of Commerce: [www.iccwbo.org](http://www.iccwbo.org)
- ✧ World Fair Trade Organization: [www.wfto.com](http://www.wfto.com)
- ✧ International Trade Centre: [www.intracen.org](http://www.intracen.org)
- ✧ Business Network International: [www.bni.com](http://www.bni.com)
- ✧ American Chambers of Commerce Abroad: [www.uschamber.com/international-affairs-division](http://www.uschamber.com/international-affairs-division)

## Non-Profit and Public Sectors

The non-profit and public sectors include non-profit organizations and NGOs; local, state, and national government; and intergovernmental organizations.

### Policy / Development / Humanitarian Aid

#### Examples of Employers

- ✧ International Rescue Committee
- ✧ Red Cross
- ✧ U.S. Department of State
- ✧ United Nations
- ✧ World Bank Group
- ✧ Peace Corps
- ✧ UNICEF

#### Resources / Networking Opportunities

- ✧ NASPAA: [www.naspaa.org](http://www.naspaa.org)
- ✧ Foreign Policy Association: [www.fpa.org](http://www.fpa.org)
- ✧ American Foreign Service Association: [www.afsa.org](http://www.afsa.org)
- ✧ International Association for Community Development: [www.iacdglobal.org](http://www.iacdglobal.org)

#### Job & Internship Listings

- ✧ Non-Profit & NGOs: [www.idealists.org](http://www.idealists.org)
- ✧ Foreign Service: [www.careers.state.gov](http://www.careers.state.gov)

## Special Opportunities!

- ✧ **Public Policy and International Affairs (PPIA) Fellowship**
- ✧ [www.ppiaprogram.org](http://www.ppiaprogram.org)
- ✧ Summer program for college juniors or rising seniors
- ✧ Participants will be eligible for the PPIA scholarship for graduate studies in Public Policy and/or International Affairs
- ✧ **Carnegie Endowment for International Peace Junior Fellows**
- ✧ <http://carnegieendowment.org> / [www.ltsc.ucsb.edu/urca](http://www.ltsc.ucsb.edu/urca)
- ✧ One-year fellowships for students who have a serious career interest in the area of international affairs

## International Education

### Types of International Education Jobs

- ✧ Higher Education
  - Study Abroad Advisor
  - Foreign Student Advisor
  - International Admissions
- ✧ Study Abroad and Exchange Program Providers
  - Recruiter / Advisor
  - Program Development
  - Resident Director

#### Resources / Networking Opportunities

- ✧ NAFSA: [www.nafsa.org](http://www.nafsa.org)
- ✧ AIEA: [www.aieaworld.org](http://www.aieaworld.org)
- ✧ CIEE: [www.ciee.org](http://www.ciee.org)
- ✧ EF International: [www.ef.com](http://www.ef.com)
- ✧ Institute of International Education: [www.iie.org](http://www.iie.org)
- ✧ Forum on Education Abroad: [www.forumea.org](http://www.forumea.org)

# YOUR STUDY ABROAD EXPERIENCE AND YOUR JOB SEARCH PORTFOLIO

## Inventory of your Skills

It's up to you to effectively communicate the skills and proficiencies that will benefit their organization and convince them of the value of your experience. Take time to brainstorm skills that you gained through your study abroad experience before working them into your resume, cover letter, and interview. Come up with specific experiences and anecdotes that display your newly acquired knowledge and skills.

Some of the skills that professionals with international experience cite as being particularly useful in their careers include:

- ✦ Enhanced cultural awareness and sensitivity to customs and cultural differences
- ✦ Foreign language proficiency
- ✦ Adaptability
- ✦ Ability to identify and achieve goals
- ✦ General improvement in communications skills
- ✦ Increased confidence, initiative, and independence
- ✦ Greater flexibility and sense of humor
- ✦ Awareness of global economic and political issues and realities
- ✦ Ability to maintain an open mind and be tolerant of others
- ✦ Clarification of goals and improved self-awareness
- ✦ General travel skills
- ✦ Resource management
- ✦ Organization
- ✦ Problem solving and crisis management
- ✦ Patience
- ✦ Listening and observation
- ✦ Specific professional skills or knowledge base

## Résumé

### List the EAP program in your education:

B.A. University of Minnesota—Art History 2003  
Paul Valéry Université, Montpellier, France, 2001

**If you participated in an internship,** list the experience as a professional experience:

Marketing Assistant, Hamley's Toys  
London, England, 1/02–5/02

**If you did a work program but the work was not particularly related to your intended profession,** list it as work experience but concentrate on the cross-cultural learning:

The Black Dog Pub, Cambridge, England

Served patrons in a local restaurant, worked as the only American in a British business, trained co-workers in American-style customer service.

*If your resume includes a section for skills or proficiencies, include specific skills acquired or improved while abroad (i.e. language acquisition)*

## Cover Letter

What field do you intend to work in? How might your international experience uniquely benefit a professional in that field?

Cross-reference the inventory of skills and experience with the job description.

Examples:

My experience living in Ecuador will enhance my ability to communicate and interact effectively with the local Latino population this position has the opportunity to work closely with.

My studies in Japan provided me with a great insight into the cultural differences that influence consumers in different countries and will improve my ability to contribute to international marketing initiatives.

*Even if your career goals do not include a specific international dimension at this time, you can promote the general transferable skills, such as independence, confidence, and problem solving.*

## Interview

Consider in advance where and how you will refer to your experience abroad. Have some anecdotes readily available that specifically address skills that apply to the job you are interviewing for. While it is important, you should not use it as your only point of reference. If your interviewer remarks about your international experience, take it as an opportunity to expand. Don't let the opportunity pass by with a simple "Yes, it was great!"

### Prepare specific examples. Did you:

- ✦ Do a specific project or research applicable to your field of interest while abroad?
- ✦ Travel independently?
- ✦ Learn to work with a more diverse group of people than you had previously been exposed to?
- ✦ Resolve a conflict based on misunderstandings or cultural differences?
- ✦ Learn new activities, languages, hobbies, or skills?

### Examples of questions you might be asked:

1. Why did you decide study in [x country]? How was your experience the same or different from your expectations?
2. What have you accomplished at school or during your EAP experience that you are most proud of?
3. What did you learn overseas that will help you do this job successfully?

### For More Information: visit UCSB Career Services

Mondays - Fridays 8:30am - 4:30pm  
[www.career.ucsb.edu](http://www.career.ucsb.edu)

# NETWORKING AND INFORMATIONAL INTERVIEWS

## Networking Tips

- ❖ Professional organizations are a great place to begin. Seek out and join these organizations! Most hold regional, national and international conferences as well as focus groups, scholarships, academic opportunities, and job search assistance
- ❖ UCSB EAP alumni: contact the EAP office if you'd like to get in touch with a Global Ambassador. You can also join the UCSB EAP Alumni Group on LinkedIn:  
[www.linkedin.com/groups?mostPopular=&gid=3254758](http://www.linkedin.com/groups?mostPopular=&gid=3254758)
- ❖ Informational interviews are a good way to meet professionals in your field and to explore your career options

## What is an informational interview?

An informational interview is simply talking with professionals who are currently in occupations you are considering in order to gain information and insights about a career, industry, or company. This information can be used in exploring career options, or preparing for an internship or job search.

## Why Conduct an Informational Interview?

- ❖ To explore careers and clarify your career goals
- ❖ To expand your professional network – sometimes it's who you know that helps you get a job
- ❖ To gain experience and self-confidence in interviewing with professionals through discussing yourself and your career interests
- ❖ To gain insights into what employers look for in candidates

## Preparation and Procedures

### 1. Research and identify the organization

Learn as much information about the career or industry as you can. This will allow you to ask more in-depth questions and make better use of the time. Informational interviews can be conducted with people you already know or with contacts referred to you – by faculty, friends, study center staff, alumni, professional associations, etc.

Tip: ask your EAP advisor about getting in contact with an EAP alum – there are many who would love to meet with you and give you advice!

### 2. Create an email requesting an appointment and attach your resume; follow-up in person or by phone to arrange an interview appointment

Email requests for appointments are most effective if followed up by a telephone inquiry to confirm an appointment time. Schedule a 20-30 minute appointment in person or by phone at *their* convenience. Contact individuals at least a week ahead of time to arrange an appointment. *Always clarify your objective – that you are seeking information rather than a job.* Be sure to ask for directions.

### 3. Prepare for the interview

Prepare the questions that you want to ask ahead of time. Having them in writing and taking some notes is fine. Preparation, promptness and staying on target are important. Since you initiated the contact and have some control of how the interview goes. Remember to bring a resume!

## The Interview

The following questions should give you some ideas of information to seek. After reviewing written career information you should be able to add more specific questions to the list.

1. What is a typical day like on this job?
2. What do you like most about your work? Least?
3. How did you choose this profession? This particular job? What steps did you take to get where you are?
4. Do you find your job satisfying? Why? What positive and/or negative effects does this job have on your family or leisure time?
5. What personal qualities are necessary to succeed at this type of work?
6. Do you think the prospects for success for a person entering this field will grow or decline over the next decade?
7. Are there courses you would advise me to take to help me prepare for this career?
8. What are your career goals for the future?
9. If you could give only one piece of advice to someone seeking a career such as yours, what would it be?
10. Would you mind giving me feedback on how I could improve my resume?

At the conclusion of the interview ask for two or three other names of people to contact for informational interviews so you can begin building your "network." *Important:* confirm permission to use the individual's name when contacting the referrals.

If getting work experience or exposure is your goal, you may consider volunteering your services on a project that needs attention – this may later lead to a job contact or reference.

## After the Interview

- ❖ Evaluate your experience. Immediately following the meeting find a quiet space and jot down the highlights of your meeting. Think about the information that you obtained and evaluate it objectively.
- ❖ Record names, comments, and referrals for future reference and keep a file of all of your contacts – you never know when these contacts will come in handy once you are on the job.
- ❖ Send a thank you letter!

## Key Elements to Remember

- ❖ You are seeking advice, not a job
- ❖ Be prepared – do your research about the organization ahead of time
- ❖ People love talking about themselves and being asked for advice!
- ❖ Consider an informational interview a two-way conversation; it is a low-key, non-threatening process
- ❖ Send your resume prior to the interview – this will give them the chance to get to know you
- ❖ Keep records – even if the meeting didn't seem useful initially, you never know how the information may come in handy later