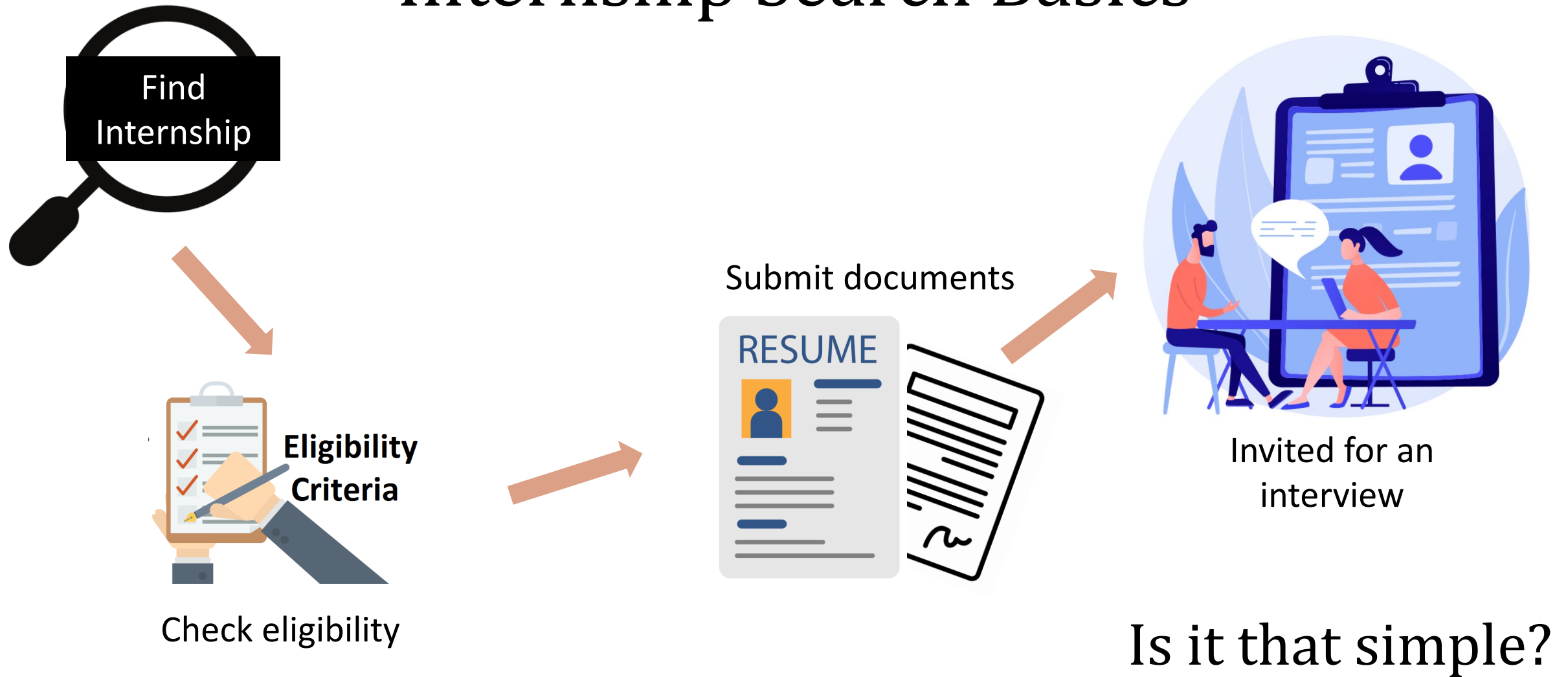


Internship and Job Search Strategies for International Computer Science Students



Cara Mitnick, Director of Professional and Community Development, Graduate School
Lisa Kuosmanen, Career Education Specialist, CCEE

Internship Search Basics



Top 10 Resume “Do’s”



1. Length: Resume: 1-2 pages | CV – Multiple pages
2. 11-12 point font
3. .7”-1” margins all around
4. Reverse Chronological Order
5. Consistent font, spacing, organization
6. Education section at/near top for students
7. Use **bullets** for Experience descriptions
8. Weave “keywords” from *each* job listing throughout – hard skills in Skills section and in Experience; soft in Experience
9. Provide examples of success (best if quantified) – **emphasize achievements, not tasks or responsibilities**
10. Use Active Verbs! Highlight *your* contributions

HACK A THLON

716-123-4567 | hackath@buffalo.edu | linkedin.com/in/hackathonub | github.com/hackerub

EDUCATION

Master of Science: Computer Science, University at Buffalo, The State University of New York, June 20XX
Bachelor of Engineering: Electronics & Telecommunication, University of Pune, India, August 20XX

SKILLS & TOOLS

Languages: Java, Python, R, Visual Basic
Data Management & Analytics: MSSQL, SQLite, NoSQL (Pouch/Couch)
Web Development: HTML, CSS, JavaScript
Tools: Eclipse, Jupyter, Visual Studio, Android Studio

COMPUTER SCIENCE PROJECTS

- Alignment-Free Sequence Analysis using Deep Learning:** Python, Pytorch, Jupyter
- Employ a CNN based model for sequencing analysis using an alignment free approach to reduce computation time complexity, performing various experiments to tune parameters and optimize model
- Big Data Analytics using Hadoop and Spark:** Java, Hadoop, HDFS, Spark
- Derived N-gram word co-occurrences along with lemmatization from a large-scale Latin text data utilizing MapReduce and Spark
- Multilingual Search System for Twitter:** Java, JavaScript, Apache SOLR, AWS (EC2, S3), Bootstrap
- Engineered search system incorporating data from Twitter REST API and indexes it in SOLR to provide relevant results for queries
 - Built a custom Dismax Parser plugin which translates query in other languages and boosts appropriately
- Android Group Messenger with Simple Amazon Dynamo:** Java, Android Studio, Distributed Systems
- Built a Group Messenger to handle concurrent message ordering, routing in P2P network with Distributed Hash Table and fault tolerance via Dynamo-style key-value storage
- Analysis of World Bank Data:** R, Tableau
- Cleaned, munged, and applied machine learning algorithms to classify and visualize results in a Tableau dashboard

WORK EXPERIENCE

- Student Assistant, UB IT Department, Buffalo, NY:** November 20XX – May 20XX
- Supported 1,000+ library patrons per week with printing and applications for issues mainly involving MS Office
 - Maintained inventories and printing site supplies within specified limits
- Software Engineering Intern, 43North Organization, Buffalo, NY:** June 20XX – August 20XX
- Developed first mobile application prototype to minimize time required by HVAC contractors to conduct inspection
 - Re-factored 40% of a cross-platform mobile application employing MVC framework (Vue.js) and NoSQL database (Pouch/Couch)
- Software Test Analyst, Infosys India Pvt. Ltd., India:** August 20XX – June 20XX
- Worked for US based insurance company on 15 applications and 45 projects
 - Supervised execution of 10 projects, giving daily progress reports to higher management and clients
 - Prepared test plans, executed end-to-end functional testing, and delivered defect free projects
 - Analyzed data from OLTP and OLAP data warehouses using MSSQL and Microstrategy Reporting Tool
 - Mentored new team members via knowledge transfer sessions

AWARDS & INVOLVEMENT

Volunteer, UB Office of Admissions, January 20XX – May 20XX
Membership Lead, IEEE Student Chapter, University of Pune, August 20XX – June 20XX

STUDENT CANDIDATE

Denver, CO • 720-555-1234 • student.candidate@du.edu • linkedin.com/in/studentcandidate

EDUCATION

University of Denver, Daniel Felix Ritchie School of Engineering and Computer Science Denver, CO
MS Computer Science candidate Expected Graduation 06/20xx

- GPA 3.8
- Relevant Courses: Operating Systems, Programming Languages, Advanced Discreet
- Thesis: Computer Generated Music

University of Iowa Iowa City, IA
BS Computer Science 20xx

- Study Abroad: Belgrano, Italy

TECHNICAL SKILLS

Programming Languages: Java, Perl, R, Hadoop, C#, C++, Ruby, Slack, Git, Node JS, Python
Microsoft: Excel, Access

RELEVANT CLASS PROJECTS

Developed app to track attendance and participation in athletic events at local high school
Designed back-end of a website

EXPERIENCE

University of Denver, Department of Computer Science Denver, CO
Graduate Teaching Assistant 09/20xx-Present

- Provided academic support and instruction to students of two undergraduate level courses that resulted in improvement in grades
- Wrote handouts for undergraduates to develop better understanding of complex math concepts and theories

Tech Company City, State
Intern 09/20xx-02/20xx

- Trained over 20 new team members by facilitating programming language workshops and information sessions
- Collaborated on major technical projects that resulted in increased efficiencies

LEADERSHIP/ACTIVITIES

Member, Colorado Technology Association (Present)
Math Tutor, Smith High School, (20xx)

SKILLS

Languages: English (fluent), Spanish (native)
Certifications: Microsoft Excel

*** THIS SAMPLE RESUME IS USED FOR INSTRUCTIONAL PURPOSES. PLEASE USE YOUR OWN WORDING WHEN YOU ARE WRITING YOUR DOCUMENT***

Use Key Words from Job Description in Your Resume

Job Description

Job Description

Description:

We are looking for an entry-level Marketing enthusiast to help our internal clients better **understand consumers and how to connect with them** across markets and channels. This individual will be responsible for optimizing our marketing processes and integrate our processes across the enterprise in order to maximize the opportunities of **data analysis** and marketing outcomes while also planning and creating marketing and **branding** materials for internal clients on an as-need basis.

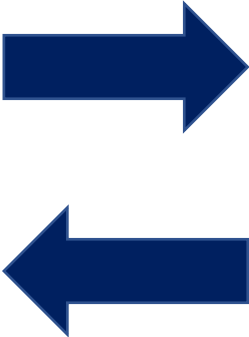
Requirements/Qualifications:

- 0-2 years of experience within a **digital marketing** role
- Bachelor's Degree in a Marketing or Business Administration

Responsibilities:

- Research and assist in developing a **brand and communication strategy**, standards and practices company-wide that elicit the behavior, emotion and recognition objectives of the company.
- Development of key messages for all audiences to **communicate our core brand identity**.
- Research and leverage **customer insight data to refine brand management**.
- Assist in creating **digital content**, including the **writing** of press releases, copy for marketing materials, customer cases, videos, news releases, and other related material.
- Provide design and direction for collateral, **packs**, product packaging, and other **visual communication media** for the company.
- Identify, develop and execute **communications strategy** for key media contacts and customer references.
- Conduct extensive **social media outreach**.

City
Municipality
State



Resume

Penelope Hampton

1 Main Street, New Cityland, CA 91010
Cell: (555) 322-7337
example-email@example.com

Summary

Warehouse General Laborer with seven years' experience in industrial warehouse environments. Extensive background in receiving, moving, and shipping merchandise. Track record of exceeding expectations while working quickly and safely.

Highlights

- OSHA regulatory compliance
- Dependable independent worker
- Excellent schedule comprehension
- Troubleshooting
- Equipment maintenance
- Inventory counts
- Merchandise staging
- Documentation
- Tracking items
- Reliable and flexible

Experience

Gage Supply Company March 2011 to Current
Warehouse General Laborer
New Cityland, CA

- Pick, pack, receive, and restock products with forklift, lift truck, and stock picker.
- Oversee proper packaging of products for delivery.
- Tag incoming items and place in correct storage locations.
- Follow work orders for item movement and delivery preparation.
- Record inventory numbers when unloading shipments.
- Install bracing, padding, and strapping as needed to ready items for transport.

Industrial Jobbers October 2009 to April 2011
Warehouse General Laborer
New Cityland, CA

- Handled end-processing of customer orders including hand loading trucks and removing shipping totes from conveyor system.
- Unloaded incoming inventory and placed products onto shelves.
- Maintained record accuracy by using work order reporting system.
- Utilized facility tracking system to keep accurate records of completed repairs.
- Notified supervisors of faulty operations and defective materials.
- Managed work with little supervision.

JC Logistics January 2007 to September 2009
Warehouse General Laborer
New Cityland, CA

- Cleaned, wrapped, and labeled outgoing orders.
- Processed work orders and prioritized jobs.
- Counted and verified orders picked to ensure accuracy.
- Upheld safe and clean working environment.
- Reviewed work orders and communicated with prior shift to assess work needs for the day.
- Volunteered to train in additional areas and on diverse equipment.



When saving your resume, what do you name it as?

Last_First_Resume

“You Shouldn’t Be Your Own Surgeon. You Shouldn’t Edit Your Own Resume.”



Who Can Give you Feedback on Your Resume?

- **Advisor, Faculty**
- **Mentors**
- **Other Students**
- **Alumni**
- **Career Professional**

Graduate Students: meet with [Cara Mitnick](#) or [Professional Development TA](#)

Undergraduate Students: [meet with Lisa Kuosmanen](#)

Employers like to see you have applied what you've learned

Some ways to do this:

- Work for IT department, [AI Lab](#), Graduate or Teaching Assistantship
- Volunteer at a non-profit
- Participate in a hack-a-thon:
 - [Major League Hacking](#)
 - [NYU Hackathon](#)
- Contribute to open-source projects on [Github](#)



Relevant class projects = experience!

Make sure to put class projects on your resume – this is experience after all.

Depending on the relevance of the project, can list projects right before experience

EDUCATION

University of Denver, Daniel Felix Ritchie School of Engineering and Computer Science Denver, CO
MS Computer Science candidate Expected Graduation 06/20xx

- GPA 3.8
- Relevant Courses: Operating Systems, Programming Languages, Advanced Discreet
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Designed back-end of a website

EXPERIENCE

University of Denver, Department of Computer Science Denver, CO
Graduate Teaching Assistant 09/20xx-Present

- Provided academic support and instruction to students of two undergraduate level courses that resulted in

Now you have prepared the materials, time to find the internship!

Job Boards:

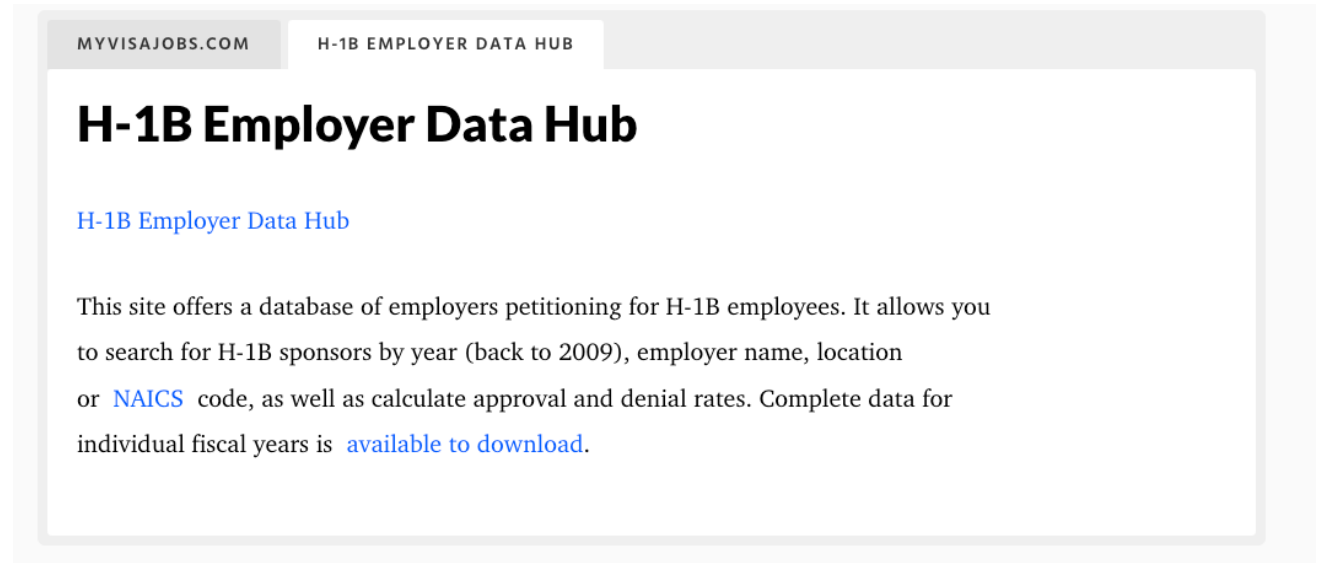
- Review postings and see what they're looking for (often “desired qualifications”)
 - If you see something on multiple job descriptions that you don't have, consider [cultivating this skill](#) through AI Lab classes, Coursera, Datacamp, Alison, Codecademy

[Pro-tip:](#) It's never too early to start looking at some example job/internship examples because then you can learn required skills in school



Some places to find internships

- LinkedIn
- URI Handshake
- Dice.com
- Indeed
- Job postings from professional societies
- Websites listing companies hiring people with H1B visas: [BuiltIn](#), [HiCounselor](#)



21 U.S. Companies That Sponsor H-1B Visas

More Job Search Resources for International Students

Job Boards	Description	URL Link
Zeno	Employers hiring and ready to sponsor visas – with name and contact email.	Click Here
US Sponsor Me	Over 70k+ jobs with filters depending on what kind of visa you are on/need.	Click re
H1B Visa Jobs	Search jobs with filters such as experience level, career level, etc.	Click Here
H1B Data	Job board and salary info with filters for companies, jobs, and cities.	Click Here
MyVisaJobs	Search job board. Search E-Verify company database. And more.	Click Here

Sponsor Info	Description	URL Link
USCIS H1B Employer Data Hub	Data on employers who have submitted petitions to employ H-1B, nonimmigrant workers.	Click Here
H1B grader	Find H1B sponsors, salaries, and LCAs.	Click Here
Stilt	Search H1B data by salary, sponsor, and location.	Click Here

What is E-Verify and Why Should International Students Care?



[US Department of Homeland Security](#): What is E-Verify?

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use — and provides a way for employers to ensure a legal workforce.

E-Verify confirms employment eligibility by comparing the information an employee enters in the [Form I-9, “Employment Eligibility Verification,”](#) to DHS and Social Security Administration records.

- Employers must participate in E-Verify to employ F-1 students seeking an extension of their OPT under the STEM designated degree program. [E-Verify](#)

Networking: another way to find an internship

- “Hidden Job Market”: According to a U.S. Bureau of Labor Statistics and Yale University study, about 70% of all jobs are found through **NETWORKING**
- Who to network with?
 - Classmates
 - Family, Friends
 - Everyone you meet: let them know you’re looking for an internship
 - Connect with people you find at various companies

The best tool to use for **NETWORKING**:

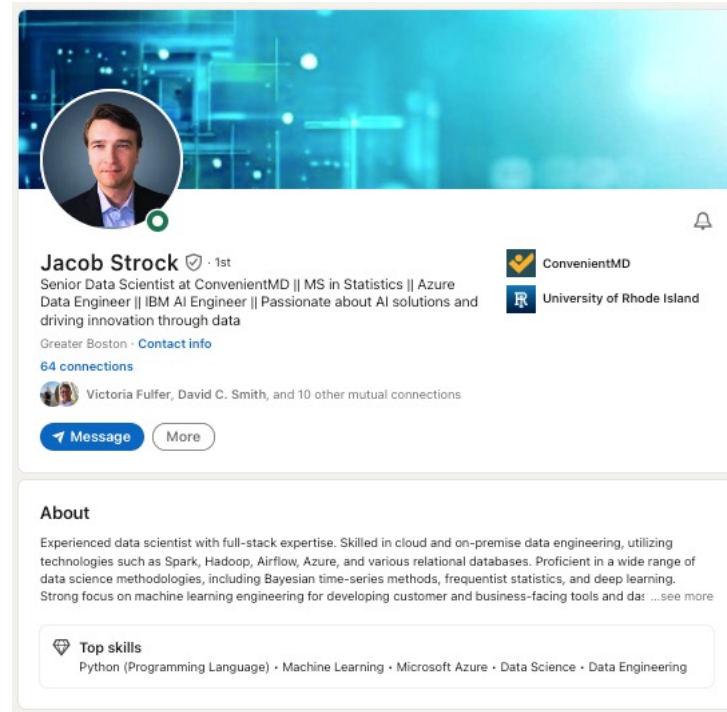


Enhance your Profile

Don't have a
LinkedIn Profile?

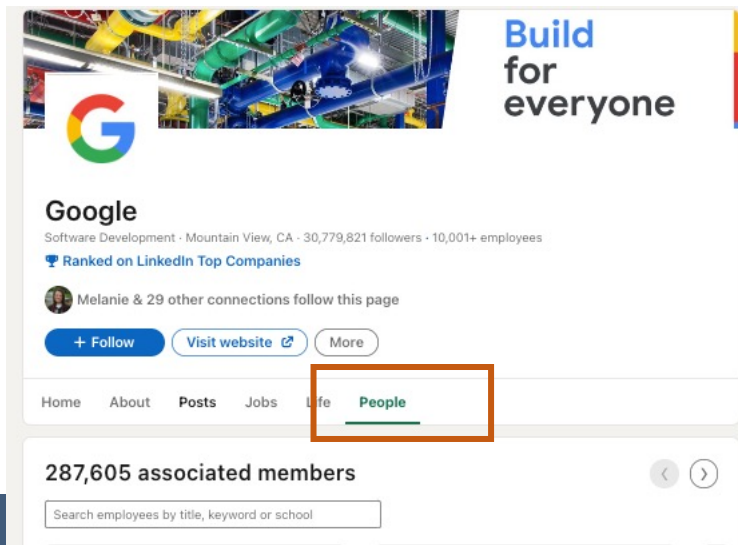
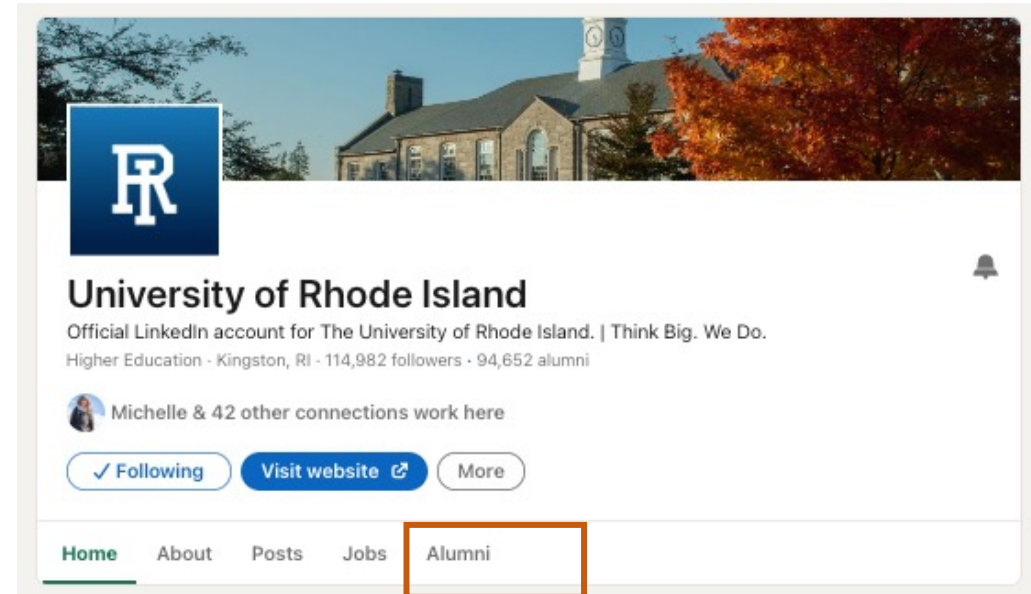
Then make one! –
super important tool
for networking and
job/internship
hunting

Example 1



How to use **LinkedIn** to network

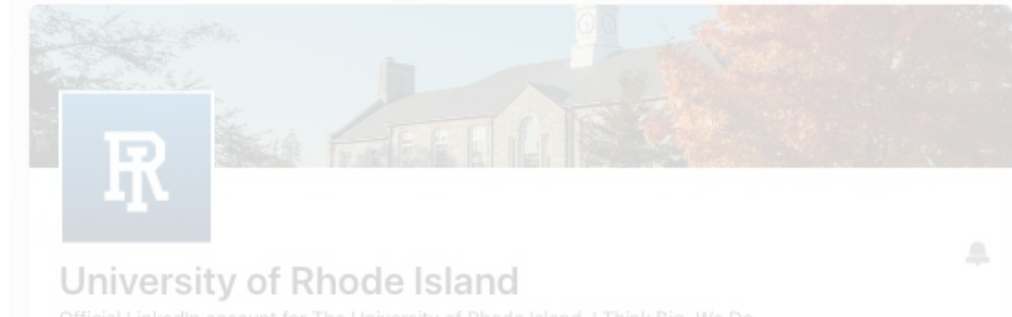
- Find alumni from your program
- Find people who went to your undergraduate institution
- Connect with hiring managers and recruiters



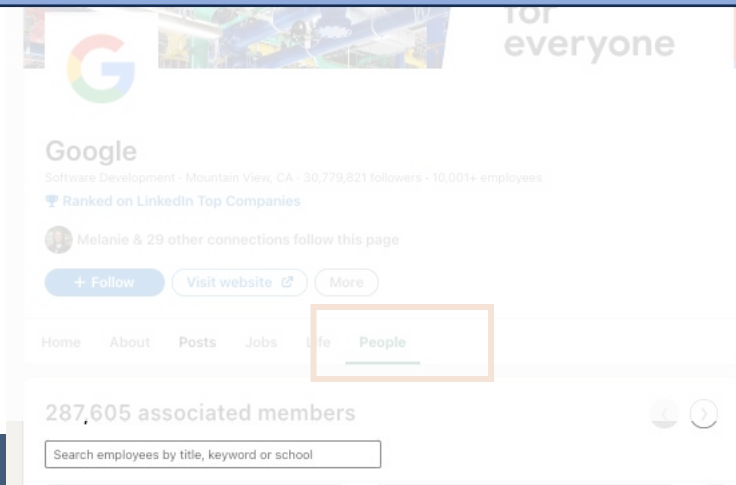
- Use the name of the company – find alumni from URI who speak your home language and/or are from your home country

How to use to network

- Find alumni from your program
- Find people who went to your



Once you find people, do informational interviews



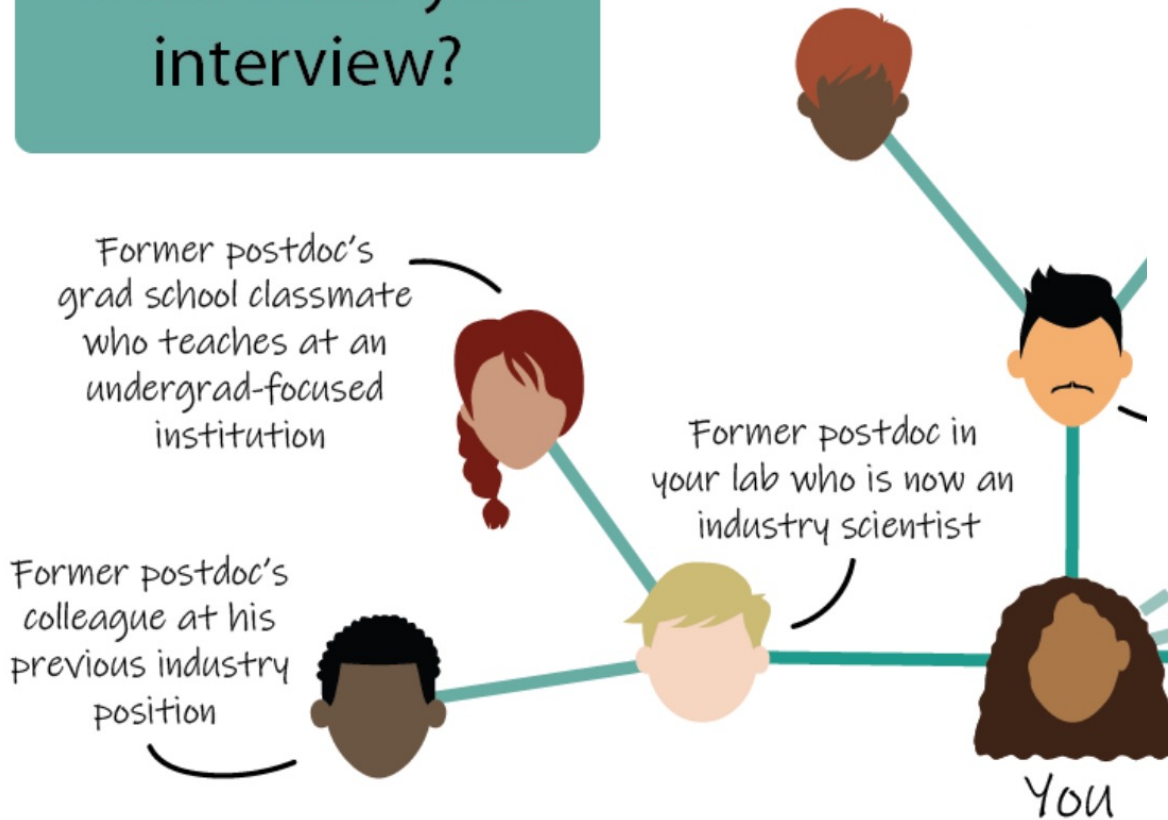
- Use the name of the company – find alumni from URI who speak your home language and/or are from your home country

What are informational interviews?

- **1:1** chat with someone about their work – easy way to network, especially for introverted people
- Even if you know what you want to do, informational interviewing can still help you with these skills:
 1. Learning about the day-to-day work of people with similar degree holders
 2. Practicing an essential “soft-skill”: **communication**
 3. Develop your own professional narrative

An informational interview is **NOT:**
A job interview nor a chance to ask for a job

Who could you interview?



Meghan Turner, Berkely Science Review

Pro-tips:

1. Don't be afraid to cast a wide net – you may never know where it may lead!
2. Most people are flattered that you want to learn about what they do!
3. Set goals and don't give up! People are busy. If they don't respond, don't take offense, just move to the next contact

Example of request for informational interview

Dear Dr. Tech,

I hope this message finds you well. I'm currently a Master's Student at URI studying Computer Science and came across your impressive profile on LinkedIn. I'm interested in pursuing a career as a Computer Systems Analyst and I am curious to learn more about your accomplishments as a an Analyst in the non-profit, private, and startup industries. Would you be willing to meet with me over coffee for 20 minutes or if it would be better for you, we could we arrange a brief phone call? I would be so grateful for the opportunity to connect and learn more about your career path.

Thank you,

Josie

Pro-tip: The interviewee is doing you a favor – make sure the time and “location” is convenient for them.

Regardless of how you find the internship, follow these steps:



- Follow ALL posting instructions to a “T”
 - Does it ask for a cover letter? For references? Do EXACTLY what the posting says
 - Send in perfect application materials – resume, reference list, cover letter
- Once you get an interview, do a mock interview before your actual one
- After the interview, send a thank you note and follow up politely at least one week later

Example internship posting #1

Graduate/PhD- Data Science Internship

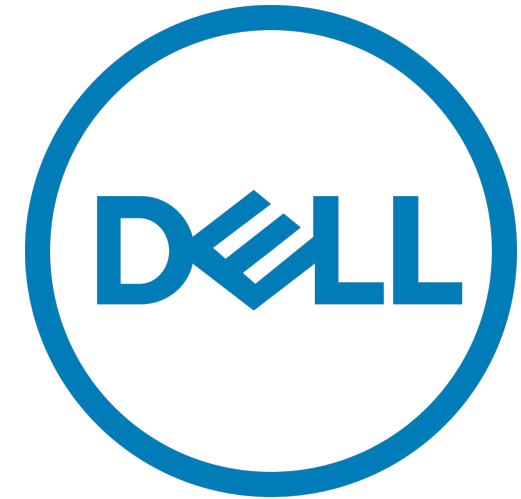
Dell Technologies | Hopkinton, MA

Responsibilities

- Retrieve, process, and analyze data using solid programming skills
- Communicate data stories through data visualization
- Collaborate with cross-functional teams to develop data science products
- Strive for professional development and networking in a team environment
- Identify solutions to complex problems

Requirements

- Currently pursuing MS or PhD in Computer Science, Data Science, Natural Sciences, Engineering, or related field
- Excellent written and verbal communication skills
- Proficiency in programming languages such as Python or R, and database languages such as SQL
- Experience with visualization libraries and tools such as matplotlib, d3.js, Tableau, or Power BI
- Comfortable working with global teams spread across multiple regions



[Posting here](#)

Example internship posting #2

Amica Insurance

Data Science Graduate Intern

About the Program

Amica offers a top-rate internship program that provides valuable experience and a cross functional, collaborative team environment. We strive to provide students with a multitude of opportunities in their chosen field of study, while fostering connections and experiences throughout various departments. In keeping with our renowned company culture, our internship program also involves various team building exercises and company-wide events to celebrate all of the reasons that make Amica one of the best places to work!

Responsibilities:

- Collaborating with experienced data science professionals in the development and review of models.
- Collecting and analyzing data to be used in assessing trends.
- Summarizing analytical findings and presenting to the actuarial team.

Qualifications:

- Currently pursuing a Master's degree in Data Science, Applied Mathematics, Statistics, Computer Science, or other related field and continuing studies in the Fall of 2024.
- Strong proficiency in data analysis.
- Experience with statistical software such as R and Python.
- Strong analytical, decision making, and problem-solving skills.
- Excellent verbal and written communication skills.

The Amica logo is written in a teal, cursive-style font.

[Posting here](#)

Example internship posting #3

data science intern.

📍 cambridge, massachusetts 📅 posted 2 days ago

Who You Are:

- Self-motivated individual with a solid interest in data
- Fluent in Python and data science adjacent libraries such as Numpy and Pandas.
- Solid communication and interpersonal skills

Basic Qualifications: Currently pursuing a BS/MS degree in Computer Science, Data Engineering, or Data Science degree

Your Role:

As a Data Engineer Intern you will work closely with our customers to quickly understand their greatest challenges and design and implement solutions to solve them. You will apply your problem-solving ability and technical skills to help our customers understand their data and enable them to make informed decisions. We offer the unique opportunity to gain rare insights into the industry. Your day will be spent working in small teams, discussing data architecture, wrangling with massive data sets, and closely collaborating with our customers.

Skills

- Data Science (1 year of experience is preferred)

Qualifications

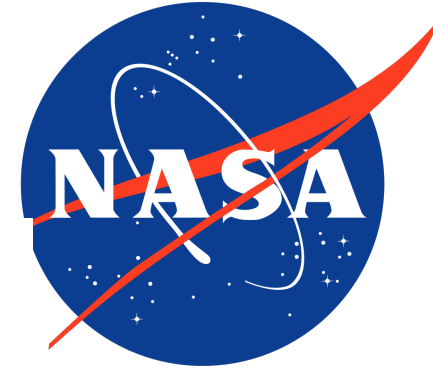
- Years of experience: 0 years
- Experience level:



[Posting here](#)

Broader internship programs you can apply to

- [NASA International Internship program](#)
- [Oracle](#)
- [Microsoft](#)
- [Google](#)



ORACLE



Google

Free Resources through Interstride

- [Job Search Strategies Orientation](#)
- [Demystifying the International Student Hiring Process](#)
- [Orientation Course on Visas and working in the U.S.](#)
- [Other topics on the Interstride Blog](#)

Now what?

- Get your internship documents in order – first up: resume
- Graduate students: make an appt with the Graduate School's Office of Professional Development
 - Diana Fontaine, Professional Development TA (<https://calendly.com/fontained-fvw>)
 - Cara Mitnick, Director (email for appt at: cmitnick@uri.edu)
- Undergraduate students: make appt with Career Education Specialist, Lisa Kuosmanen (<https://web.uri.edu/career/meet/lisa-kuosmanen/>)

1. Preparation

Pro-tip: Be prepared to talk about yourself in relation to the interests of the interviewee and/or their organization

- Create a list of open-ended questions
- Research the person and the organization they work at so you can make a good impression
 - This will also help make the conversation more of a 2-way street
- Think about (and practice) how to introduce yourself in a succinct way
- Dress professionally

Pro-tip: Be curious! Keep an open mind when having the conversation

2. During the interview

- First make sure to thank them for their time
- Use your practiced pitch to re-introduce yourself and why you reached out to them (what do they have that you want to learn more about?)
- Have your conversation – listen carefully and take notes
- Be sure to stick to the agreed upon time – if the time is coming to a close, remind them of this and let them be the one to continue if they'd like
- End by asking: “Is there anyone else you think I should talk to?”

Pro-tip: try to maintain the relationship

3. Follow-up

- Send a personalized thank you: either e-mail or handwritten
- How to meaningfully stay in contact?
 - Connecting on LinkedIn is important but can go beyond
- Stay in contact via common interests
- Mutual connection – you never know when you could help the interviewee!
- Offer to connect them with others
- Can also follow up months later with any professional updates

Example Questions to Ask

Pro-tip: Write down a list of questions for your first informational interview

1. Can you tell me how you got to this position?
2. What do you like most about what you do, and what would you change if you could?
3. How do people break into this field?
4. What are the types of jobs that exist where you work and in the industry in general?
5. Where would you suggest a person investigate if the person were particularly skilled at (fill in the blank — quantitative thinking, communications, writing, advocacy)?
6. What does a typical career path look like in your industry?

[Marci Alboher, Mastering the Informational Interview](#)

Example Questions to Ask cont'd

7. What are some of the biggest challenges facing your company and your industry today?
8. Are there any professional or trade associations I should connect with?
9. What do you read — in print and online — to keep up with developments in your field?
10. How do you see your industry changing in the next 10 years?
11. If you were just getting involved now, where would you put yourself?
12. What's a typical day like for you?
13. What's unique or differentiating about your company?
14. How has writing a book (starting a blog, running a company, etc.) differed from your expectations? What have been the greatest moments and biggest challenges?

[Marci Alboher, Mastering the Informational Interview](#)

Two Golden Questions

If you were in my position with an interest in _____, what steps would you take today?

Based on my interest in _____, who else should I talk to? Would you mind introducing them to me?

Questions to



- How much money do you make?
- What do you hate about your job?
- Does your company have a job/internship opening I could apply to right now?
- Can you get me in touch with your company's hiring manager for a position?
- Can you recommend me for a position at your company?

Now the interview is over, or is it? Follow up.

- If you said you'd send an article or some other material, send it
- Do you want to continue to stay in touch? Or was there no chemistry? Follow-up depends on the answer but **always always always** thank them for their time
 - Politeness goes a long way no matter what the circumstance
 - You can thank them in either an e-email or handwritten note