

CAREER TRAINING USA

Placement Program:

# Applicant Handbook

 InterExchange



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## Introduction

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The InterExchange Career Training USA Internship Placement Program assists employers with recruiting qualified and motivated international candidates for their internship opportunities. This is a highly competitive program through which our employers are looking for the best and brightest international talent. They are seeking hard-working individuals with specialized skills, experience, and language ability, a willingness to take initiative, and a desire to contribute to the success of a team.

If you are serious about pursuing an internship in the U.S. and think that you would be a strong addition to a U.S. company, we encourage you to apply for one of our available positions. We will assist you with writing a strong resume and cover letter, coordinate interviews between you and our employers, and provide J-1 Visa sponsorship if you are offered an internship.

### **Resources**

Our InterExchange Career Training USA Participant Resource Center has all the information and forms that you will need when considering our program:

<http://www.interexchange.org/resources/index.html>

### **Internship Board**

For all our current internship postings:

[www.interexchangejobs.org/internship](http://www.interexchangejobs.org/internship)

## Program Requirements

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In order to apply for the Internship Placement Program, you must meet the J-1 Visa requirements as well as the qualifications and requirements indicated in the online internship posting.

J-1 Visa regulations require that all candidates:

- Are between the ages of 18 and 38
- Have verifiable English language skills
- (*Intern*) Are currently enrolled in a degree- or certificate-granting post-secondary academic institution outside the U.S. OR have graduated from such an institution within 12 months of the program start date
- *Interns* may only apply for internships that are related to their academic field of study
- (*Trainee*) Have a degree or professional certificate from a post-secondary academic institution and at least one year of related professional experience acquired outside the U.S. OR have five years of related professional experience acquired outside the U.S.
- *Trainees* may only apply for training programs that are related to their occupational field
- Possess sufficient funds for the length of the program
- Will have international accident and sickness insurance coverage during their stay in the U.S.

## The Placement Process

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This is a brief overview of the Internship Placement process. For more specific details about each step of the process, please see the sections that follow.

**Step 1: Review Available Placement Positions:** Review descriptions of available positions online at [www.interexchangejobs.org/internships](http://www.interexchangejobs.org/internships)

**Step 2: Pre-Screening Process:**

- **Resume Review:** Submit your resume and cover letter for a specific position to a Career Training USA International Cooperator or university in your home country or to Career Training USA directly (in cases where we do not have an International Cooperator in your home country). We will review the documents to determine if you are qualified for the position and meet program eligibility.

- **Pre-Screening Interview:** We will conduct a webcam interview with you if you qualify. You should be prepared to speak about your past experiences, qualifications and interest in the position in English.

**Step 3: Application Review:** If the interview is successful, you will be asked to send us a complete application and a \$100 non-refundable application-processing fee. Once the application is received and reviewed, we will notify you whether your application is accepted or rejected.

**Step 4: Program Acceptance/Rejection:** If accepted, your resume will be sent to the employer for review, and we will update you about your status once employers give us feedback.

**Step 5: Employer Interview Process:** If the employer wishes to interview you, we will provide the employer's details and schedule an interview.

**Step 6: Post-Interview Follow-Up:** We will update you whether the employer wishes to extend an offer, schedule another interview or offer the position to another candidate.

**Step 7: U.S. Embassy Procedures:** Once hired, you must go to the Embassy in your home country with all necessary documents to apply for your J-1 Visa.

**Step 8: Pre-Arrival Details:** Before you leave for the U.S. you must finalize details regarding flights, housing, arrival, etc. and prepare for your experience.

**Step 9: Post-Arrival:** Check-in with InterExchange throughout the program.

# How to Review Available Placement Jobs

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## Job Postings

Before sending us your resume, you should visit our internship board ([www.interexchangejobs.org/internship](http://www.interexchangejobs.org/internship)), to see which positions are currently available. Please note: We ONLY accept resumes and applications for the positions listed on the website. We update the internship board when new positions become available and old positions are filled. Please check the board regularly to learn about the available positions, including the qualifications, location, and benefits.

When reviewing the postings, you should consider the following questions:

J-1 Visa Qualification: Does the position relate to your current field of study/work? If applying as an Intern, the position must relate to your current field of study. If applying as a Trainee, and you have a degree from a post-secondary institution, you must also possess at least one year of work experience related to the position. If you do not have a degree, you must have at least 5 years of work experience related to the position.

Employer Requirements: Do you have the necessary skills/experience indicated on the internship posting? If you do not have the required skills/experience, you will not be considered for the position; if you do not have the preferred skills that are listed, you can still be considered.

Past Experience: Do you have past work experience in the field and/or experience outside of the U.S.? Employers are more interested in candidates who have work experience in the field, so it is recommended that you have at least 6 months of related work experience. Previous participation in a J-1 Visa program in the U.S. can also give you an advantage since you have already successfully completed a similar program, experienced life in the U.S. and improved your English skills.

Internship Location: Did you research the location of the internship to make sure that you would be happy living there? Do you have specific preferences about location? Are you only comfortable in a large city? Are you open to working in a rural or suburban location? Please keep in mind that limiting yourself to certain cities/states will decrease your options.

You should research the cost of living, public transportation and other details about the area to ensure that the location is satisfactory. You should also do an Internet search on websites such as [craigslist.org](http://craigslist.org) for the location of the internship to look for housing information in the area.

Salary Requirements: Will you be bringing money with you, or will you depend solely on the compensation the employer is providing? If you accept a low-paid or unpaid internship, will you have sufficient funds to comfortably support yourself while in the U.S.? Think about the estimated cost of living to decide if you can afford housing, transportation to work, personal expenses, etc. during your internship. For hospitality positions, you should also take into account that your base salary might be lower for positions that include gratuities.

The name of the company and their contact information is not available unless you secure an interview with the employer. Once you receive this information, though, you should also research the company, learn about its corporate culture, mission, etc. prior to your interview.

It is expected that you will have read and researched the internship's description and location before submitting your resumes and cover letters for review.

# The Pre-Screening Process

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To apply, submit your resume and cover letter for a specific position to a Career Training USA International Cooperator or university in your home country or to Career Training USA directly (in cases where there is no International Cooperator in your home country). We will review the documents to determine if you are qualified for the position and meet program eligibility. You may apply for more than one posting and should indicate which position(s) you are applying for when sending in your documents.

## Resumes & Cover Letters

Your resume must be up-to-date and include past work experience, educational background and any specialized skills related to the position. You should also submit a cover letter for **each** position you are applying to. Cover letters should outline your interest in the position as well as additional information about your experience that is not included in your resume. To view a sample resume and cover letter, please visit: [www.interexchange.org/internship/find-internship-usa.html](http://www.interexchange.org/internship/find-internship-usa.html)

We strongly encourage you to submit your documents using the format in our samples. We may ask you to revise your resume to include more detail, reformat the outline and make any other changes to make the resume more marketable to employers, but we will guide you through this process.

For resume writing instructions, refer to Appendix A. For tips about how to write a successful cover letter, refer to Appendix B.

## Pre-Screening Interview with a Career Training Representative:

If you are eligible and qualified for the position you are interested in, you will have a Skype interview with a Career Training USA Recruitment Advisor. The purpose of this interview is for you to talk about your past work experience, your interest in the position and why you want to participate in our program.

- All interviews will be conducted in English and you will be evaluated on your English skills.
- You should treat this as an interview and should be prepared to talk about your skills and how they relate to the specific job you are applying to.
- You are expected to read and understand the posi-

tion description and research the internship location. You will be asked questions about these details during your interview and should be knowledgeable about the type of work the internship entails as well as the location.

- The pre-screening interview does not replace an interview with the employer. All employers will require additional phone interviews if they wish to move forward with you.
- Some of our questions might be repeated during the formal interview with the employer so the pre-screening interview is great practice for you!

## Application Review

If you are successful in the pre-screening process, you will be asked to fill out an application. You must send your complete application to a Career Training USA International Cooperator or university in your home country or to Career Training USA before your resume is sent to the employer. Please use the checklist in the application to ensure that you submit all of the required documents. If you are not successful in the pre-screening process, you will not be able to continue with applying to the program. However, if you are eligible for a J-1 Visa, you may still apply for sponsorship if you later find a position on your own.

### Important:

- We will review your application for proof of J-1 Visa eligibility. If you cannot provide proper documentation, your application will be rejected.
- A \$100 non-refundable application-processing fee is due with the application.
- You should send a complete application as quickly as possible as we cannot keep positions “on hold”. There is no guarantee a position will stay available so you should send in your application quickly before the position is filled by another candidate who is also applying.
- Your application must be complete (including the \$100 application-processing fee) and approved before we send your resume to the employer.
- We cannot guarantee placement for any candidate. If you are accepted into the program, you may not be chosen to interview for the position, and if you are interviewed, there is no guarantee that you will be hired for the position. Employers make all hiring decisions so we are unable to guarantee that you will be placed in the position you apply to.

# The Employer Interview Process

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If you are accepted onto the program, we will send the employer your resume. You must check your email regularly in case we contact you to arrange an interview. We will expect to get a prompt response to our email. We will update you about your status once we receive feedback from the employer, and you should be patient throughout the placement process. Placements could take anywhere from a few weeks to a few months so you should not expect to get a placement immediately, nor should you expect to receive an update on a daily basis. Often, employers will not respond immediately regarding whether they are interested in interviewing you, so please be patient while they carefully review your resume and cover letter and make a decision.

Remember: there is no guarantee that you will secure an interview for the position of your choice. If you do not get an interview for your preferred internship, you can still apply to other positions that we have available as long as you are qualified for those positions. Additionally, you will be notified when new opportunities become available through the Internship Placement Program, and you will be given first consideration for new positions.

## Employer Interview Process

If the employer is interested, we will get in touch with you to arrange a phone interview between you and the employer. It is important that you respond immediately to confirm your availability as the employer will want to schedule the interview as soon as possible. You should provide a range of times/days that you are available so it is easier to schedule an interview with the employer.

There are a few important points to consider before your interview:

*Research the company before the interview.* When we schedule the interview, we will give you the employer's name and contact information. You should have a good understanding of the company you are interviewing with by looking at the company's website, reading the internship description and doing other online research about the company.

*Choose a quiet location.* You should plan where you will be during the phone interview. You should NOT talk from a payphone, mobile phone or webcam in a public place! It is too noisy and it will be very difficult to communicate with the interviewer.

*Test the interview equipment.* If you are having a webcam interview, you should test your equipment and know how it works prior to the interview.

*Practice!* You should be prepared to speak about your past work experience and why you are interested in the position in English. For practice, you can review frequently asked questions here:

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

or

[www.jobinterviewquestions.org/questions/interview-questions.asp](http://www.jobinterviewquestions.org/questions/interview-questions.asp)

## Thank you letter

Within 24 hours of your interview, you should email the employer to thank them for their time and confirm your interest in the position. If, after the interview, you are no longer interested in the position you should still thank the employer. Should another opportunity come along with the same employer, they will be more likely to want to interview you again if you made a strong first impression.

## Stay in touch!

Please feel free to contact the employer during the interview process but be sure to copy (or "cc") your contact at InterExchange during all communication so we can be kept up-to-date on the process.

We will also collect feedback from you and the employer about the interview. Most employers will not have an immediate decision about whether they wish to hire a particular candidate so it is important to be patient. Some employers might require more than one interview and we will contact you to set up another interview, if necessary. Please keep in mind that we will contact you as soon as we hear back from the employer!

For more tips on interviewing, see Appendix C.

# After Your Interview

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## Internship Offers

If the employer wants to hire you, we will contact you to discuss the placement details. We will send an Internship/Training Program Contract with all of the information about the position for you to read and sign. It is important that you read and understand all of the placement details so there are no surprises when you arrive in the U.S. The contract will list the salary, starting date and other information regarding the placement and you should be comfortable with all aspects of the placement before signing the contract. When you sign the contract, you are confirming that you wish to accept the offer.

### What happens when I get an internship offer?

1. You will receive and sign the Program Contract, which outlines the details of the placement. For a sample Program Contract, please see Appendix D.
2. Your employer will complete and send the final DS-7002 Training Plan for us to review. In some cases, the employer will have to revise the training plan in order to customize it to your skills and abilities. This may delay paperwork a little, but it is important that the plan is accurate.
3. Submit the remainder of your program/insurance fees, if not already submitted. Please note that we cannot send you the DS-2019 until fees are paid in full.
4. Once payment is made and the final DS-7002 has been approved, we will send you the DS-7002 Form (signed by InterExchange and the employer) and your DS-2019 Form via UPS.
5. You will receive an email from us detailing how to pay the SEVIS fee. Please read and follow the directions to properly pay this fee. If you paid this fee to a Career Training USA international cooperator, they will pay the SEVIS fee on your behalf.
6. Once you receive your paperwork, you must sign and return a copy of the DS-7002 Form to our office and take the original with you to the U.S. Embassy.

## Rejections

If you do not receive an offer, you can still apply to other positions that you are qualified for through our Internship Placement Program. There are no additional application fees to apply to other positions. If we feel that you are a good fit, we will send you the internship description so you can see if you are interested in applying. Then, we will send your resume to the new employer for review. If the employer is interested, the interview process will start again.

If you are rejected by the employer, we also encourage you to start an independent internship search to maximize your chances of finding an internship. If you find a position, you would be transferred to our J-1 Visa Sponsorship program and would become a self-arranged participant. For your independent search, we will provide you a Letter of Endorsement that you can send to potential employers. This letter provides details about our program, explains the J-1 Visa requirements, and indicates that we have screened you and will be able to guarantee sponsorship if the company offers you an internship. We believe the Letter of Endorsement will help you in your independent internship search since many employers are unfamiliar with the J-1 Visa and may not understand that they can legally hire an international intern.

For websites, tips, and resources on conducting an independent search, see Appendix E.

# Pre-Arrival

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## U.S. Embassy Procedures

Once you receive the J-1 Visa paperwork, you must ensure the following is completed:

- Pay the SEVIS Fee at [www.ice.gov/sevis/i901/](http://www.ice.gov/sevis/i901/)
- Schedule an interview with the U.S. Embassy. Your Embassy interview should be made early enough to ensure that you will be able start your internship on time. Please check with the Embassy in your country about visa wait times and how long it will take to get your passport/visa back.
- Notify Career Training USA (and/or our international co-operator in your home country) after your interview at the Embassy/Consulate to let us know whether you have been granted or denied a visa.

When applying for a visa, there is sometimes a chance that you could be denied. Unfortunately, candidates from developing countries or countries where there is a history of participants overstaying their visa period sometimes have more difficulties receiving a visa. If denied a visa, you should do the following:

1. Ask the Consular Official if there are any improvements that could be made to increase your chances of receiving the visa. Sometimes it is as simple as revising the training plan (DS-7002).
2. Notify us to let us know the reason for your visa denial.
3. Let us know if you are willing to interview a second or even third time to try to obtain the visa. You should not contact the employer about your visa denial. We will follow up with them regarding this matter.

## Pre-Arrival

There are a few other important details to understand once you receive a placement:

- Do not buy your flight before you get your visa, unless you are purchasing a refundable fare. This will prevent you from losing money on a flight if you do not receive a visa or if the visa paperwork is delayed at the Embassy.
- You should book your flight for a date that allows you to get to the U.S. in time for your scheduled start date.
- You should make sure you have arranged housing (if not provided by the employer) prior to your arrival in the U.S. We do not find housing for program participants, but you can speak with your employer if you need advice about finding housing in the area of your internship.
- InterExchange does not do airport pickups, so you must also arrange for your transportation from the airport to your housing.

## Post-Arrival

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### Keep in touch!

We would love to hear how you are progressing with your program! J-1 Visa regulations require that every intern/trainee and host employer complete a program evaluation at the midpoint and end of the program. Your feedback is important to us and we are here to support you throughout your entire program. Feel free to contact us at any point during your internship with any questions or concerns you may have or simply just to let us know how well you are doing!

### Culture Shock

Although you may have traveled extensively or worked abroad in various countries, it can still be difficult to adjust to a new lifestyle and work environment in the U.S. Cultural exchange is challenging! It is normal to miss home, family and friends, but dealing with your stress quickly will make your time in the U.S. more fun and it will also improve your performance during your internship.

- Communicate often with your employer. If you are stressed and frustrated, see what YOU can do to improve the situation. Your employer may not realize you are experiencing difficulties if you do not tell them!
- Maintain your perspective.
- Talk to other participants or co-workers who have lived abroad- you can support and encourage each other!
- We can give you additional tips to help you manage homesickness and adapt to the U.S. work environment.

### Termination/Quitting

Your employment through the Internship Placement Program is 'at will', both by you and your employer. Should any issues arise, you are not legally bound to continue your employment; however, we highly suggest that you first meet with your supervisor to see if there is any possibility to rectify the issues or to discuss how your experience with the company could be improved. Most issues are often the result of miscommunication, unclear expectations and the challenge of adapting to a new business culture, most of which can be easily resolved by meeting with your supervisor and by keeping the lines of communication open and expectations clear.

If you intend to quit your position or if you have been terminated by your employer, please contact us immediately to discuss your options. You may only remain in the U.S.

for 30 days once you are no longer employed, so it is very important to notify us as soon as possible.

- In some cases, you may be able to request a change of employer and such requests are reviewed on a case-by-case basis. If this is necessary, please contact us immediately for assistance and instructions. There is a formal application process for changing employers, and you may not begin working with a new employer until your request has been approved. If you begin working at a new employer before your request is approved, we will be required to end your program, and you will need to leave the U.S. early.

### Extensions

If you have had a successful experience, it may be possible to extend your program, assuming you are not here for the maximum length of the program. Interns can remain in the U.S. for up to 12 months total and Trainees may stay for up to 18 months total. Talk to your supervisor about the possibility of extending your program. Please note that hospitality positions have a maximum of duration of 12 months and cannot be extended if the original program was set for 12 months.

If you are eligible to extend your program but your employer cannot have you stay for additional months, you may be able to extend your program with another host employer.

The extension application process is straightforward and simple, and we can guide you through the process.

### Finally...

Once you successfully arrive in the U.S., we will become your main contact throughout the duration of your internship. Please make sure you contact us, rather than your university or International Cooperator, about problems during your internship or other issues regarding your placement.

If you have any questions throughout the placement process, please do not hesitate to contact us.

We look forward to working with you on our Internship Placement Program!

# APPENDIX A: Resume Instructions

The U.S. resume is slightly different from the C.V. that is used in many other countries. Resumes should be no more than 1 page and should not include personal information like age, marital status, or religion. Resumes should be easy to understand and briefly highlight your skills and experience. Please see our resume guide and sample to create the perfect resume:

<b>Jane Doe</b> 73 Pierre Street, Paris, France 45bN4 8PD <b>Email:</b> 123@123.com <b>Phone:</b> 011-23456789	
<b>Objective: (Summarize in a sentence or two your current career goals. Target this statement to the specific position and industry in which you are interested.)</b> <i>Ex. "Creative, innovative and motivated business graduate with strong communication skills, seeking an 18 month business traineeship within a U.S. company. Seeking to broaden business expertise, which can be applied to my future career in France"</i>	
<b>EDUCATION</b>	
<b>List names of academic institutions, universities, language schools, technical schools attended, both past and present, if applicable. Do not include high school education or grades. If you do not have post high school education emphasize your work experience.</b>	
<b>Name of Academic Institution ( city, country)</b>	<b>(dates attended)</b>
Degree awarded, focus of study	
<i>Ex.</i> <b>Delaware University, London</b> <span style="float: right;"><b>2001-2004</b></span> <i>Bachelor Degree in Marketing</i>	
<b>WORK EXPERIENCE</b>	
<b>List your work history or previous internship experience (chronologically beginning with most recent experience) that is relevant to your background and the type of internship you are seeking. Do not include work experience that is not relevant or that is unprofessional in nature. List in at least 2-3 sentences the specific job responsibilities related to the position, highlighting any significant contributions you made, new initiatives you started, or major projects you managed.</b>	
<i>Ex.</i> <b>HSBC Bank, Paris, France</b> <span style="float: right;"><b>2004-Present</b></span> <i>Marketing Executive</i>	
<ul style="list-style-type: none"><li>• <i>Planned, managed and implemented brand marketing campaigns for bank's international divisions, increasing customer sales by 15%.</i></li><li>• <i>Managed mailings, point of sale and customer acquisition projects throughout France.</i></li></ul>	
<b>SKILLS</b>	
<b>Include all computer/technical skills, language ability, certifications, memberships to professional organizations, international or previous US Work and Travel experience or other skills relevant to the industry in which you are seeking an internship.</b>	
<i>Ex.</i> <i>Lake Charles Resort, Pheonix, Arizona</i> <i>Retail Sales Associate, Summers 2001-2003</i>	
<i>Word, Excel, PowerPoint, SAP, AutoCad, Adobe Illustrator, Goldmine, FilePro Internet, DreamWeaver, Database and Email systems.</i>	
<i>Fluent in German, French, Spanish, Italian</i>	
<i>Member of Business Club International</i>	
<b>INTERESTS</b>	
<b>List any current hobbies or interests, if applicable.</b>	

# APPENDIX A: Sample Resume



**CLAUDINE SEDILLE**

14 Rue du Bac, 75007 Paris, France Tel: (011) + 33 + 1578 291 Email: cpsedille12@hotmail.com

*Objective: Creative, innovative and motivated Business graduate with strong communication skills, seeking an 18-month business traineeship within a U.S. company. Seeking to broaden business expertise, which can be applied to my future career in France.*

## EDUCATION

**University of Lyon, School of Business** 2000-2003  
B.A. Business Management & English

**The International School, Geneva, Switzerland** 1996- 2000  
International Baccalaureate

## WORK EXPERIENCE

**HSBC Bank, Paris, France** 2005-present  
Marketing Executive  

- Planned, managed and implemented brand marketing campaigns for bank's international divisions, increasing customer sales by 15%.
- Managed mailings, point of sale and customer acquisition projects throughout France.
- Coordinated creative agency and production team to ensure marketing products met company policies and standards.

**Citron Production, Lyon, France** 2004-2005  
Marketing Administrator  

- Developed partnerships with consumer goods companies, including Dannon and Nestle.
- Promoted a new company DVD to market product launch.
- Established new project for a Golf Tournament at Cannes.

**French Tourism Office, London, UK** 2003-2005  
Client Services Representative  

- Provided clients with advice and information on France, including travel and culture.
- Organized fifteen group trips to France and booked accommodation.
- Coordinated French tourism presentations at the French Consulate, London.

**McDonald's, Lake George, NY** Summer 2002  

- InterExchange J-1 Summer Work & Travel program.
- Provided excellent customer service to all guests.
- Handled cash, processed customer orders.

## SKILLS

Fluent in French, English and Spanish  
Word, Excel, PowerPoint, Internet, Database and Email systems  
International Driving License

## INTERESTS

Tennis, yoga, traveling, jazz music

## APPENDIX B: Cover Letter Instructions

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When sending a resume to an employer, you should always include a cover letter. This letter should describe why you are the right candidate for the position and what you can offer the company. In other words, you shouldn't have one cover letter: you should make a new letter for each internship that you apply for.

### COVER LETTER TEMPLATE

*Your cover letter allows you to indicate the position to which you are applying, your qualifications and skills, and the reasons why the employer should consider you for the position. Generally, it should be no longer than 3 or 4 paragraphs. It should supplement your resume— do not repeat exactly what is listed on your resume. The cover letter is a great way for the employer to get to know you better (and your English and writing skills) so make sure it is clear, informative, and grammatically correct. Please follow the outline below to begin writing your cover letter.*

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Your Address  
Your City, Country, Postal Code

Date of letter

To whom it may concern:

First Paragraph:

- In the first paragraph of your cover letter, you should explain why you are interested in the position you are applying for.
- Mention specific parts of the job description that sound interesting/relevant to you and that you are submitting your resume for the employer's consideration.

Middle Paragraphs:

- This section of your cover letter should talk about your specific skills/abilities in more detail than what is on your resume and explain what you can offer the employer.
- Don't copy what you wrote on your resume—include new details or talk more about specific accomplishments from your job and clarify anything that is unclear in your resume.
- You should make connections between the requirements they are looking for and the skills/experience you possess. Explain specifically why your experience matches the job you are applying for.
- Don't make these paragraphs too long; break down your points into smaller paragraphs or bullets.

Final Paragraph:

- You should close your cover letter by restating your interest in the position and by thanking the employer for their consideration.

Respectfully yours/Sincerely/Yours Truly/etc.,

Typed Signature

## APPENDIX C: Tips For Interviewing with a U.S. Employer

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### Be Prepared:

- If your interview is conducted by phone, please be sure that you provide the correct number with your proper country/city codes to the employer and make sure that you are in a place that is quiet and free of distractions.
- Be prepared to call the employer back immediately in the event that the connection is bad or lost. Employers will be frustrated if they cannot reach you or if they are unable to hear you during the interview.
- Make a good impression by speaking clearly and confidently. Employers will be testing your English skills and will want clear responses to their questions. If you are not sure you have understood the question, ask for clarification before responding.
- Do not forget that you have an interview! If the employer is unable to contact you at the agreed upon time because you forgot you were interviewing, they may not be willing to reschedule the interview.
- Review your resume and cover letter before the interview and be prepared to discuss anything you have written or claimed.
- If you are having a web cam interview, please be sure that you have tested your camera in advance and that you know how it works.

### Know Why You Want an Internship:

- Employers want to know why you are interested in the internship and why they should hire you.
- Be prepared to discuss your previous experience, skills, strengths and weaknesses and why this will make you a good candidate for this specific position.
- Employers like to see that you are enthusiastic about working for their company; therefore, it is important that you research the organization in advance.

### Practice Interview Questions in Advance:

Every employer is different; however, the following questions are typical questions U.S. employers ask during the interview process:


- Tell me about yourself
- What are your strengths and weaknesses?
- Why should we hire you?
- What are your key skills that apply to this job?
- Why are you interested in working for this company?
- What do you like most about your current or last job?
- How do you handle problem situations in the work place/difficult clients?

### For more practice:

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.html>

<http://www.jobinterviewquestions.org/questions/interview-questions.asp>

# APPENDIX D: Sample Program Contract

InterExchange Career Training USA   Internship/Training Program Contract		
Program Dates:		
Opportunity to Extend Program Duration? (Given performance, employer needs, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Responsibilities (Basic day-to-day duties, long-term projects, etc.):		
Compensation and/or Additional Benefits:		
Opportunity to Receive Raise (Pending Performance Review)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Housing Provided?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Willing to Help Candidate Find Housing?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation costs to and from work covered? If yes, how much?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation provided to and from work? Details:		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please sign and date the appropriate space below</b>		
I recognize that the purpose of this program is to enhance my skills and knowledge in my academic/occupational field. I confirm that I have read and understood the program information and agreement. I recognize that I may be subject to additional fee(s) should I cancel my placement request after the placement offer. The internship/training program with this employer is at-will and I reserve the right to quit the internship/training program at any time with or without cause but provide at least two weeks notice to this employer. I understand I must notify the sponsor if I resign.		
_____ <i>Intern/Trainee Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
I attest that the position offered to the Intern/Trainee exists solely to achieve the tailored and specific objectives outlined in the Training/Internship Placement Plan (U.S. Government Form DS-7002). The internship/training program I am offering to this participant is at-will and I reserve the right to terminate the relationship at any time with or without cause but provide the participant with two weeks notice.		
_____ <i>Employer Signature</i>	_____ <i>Print Name</i>	_____ <i>Date</i>
InterExchange Career Training USA		InterExchange, Inc. 161 Sixth Avenue, New York, NY 10013 TEL: 212 924-0446 FAX: 212 924-0575 Training@InterExchange.org www.InterExchange.org
2.09 © InterExchange, Inc. - Career Training USA Internship/Training Program Contract www.InterExchange.org		1

## APPENDIX E: Your Internship Search

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Although we continuously update our available placements, finding your own internship or professional training in the United States is a good way to ensure that your program is exactly what you want and where you want it. InterExchange is happy to help those who have already secured their own position in the U.S. with our J-1 Visa Sponsorship program. Please check our program requirements to be sure that you are eligible and that Career Training USA is able to provide sponsorship for your professional field.

### Searching for an Employer:

It can be a challenge to find your ideal U.S. employer. Here are some tips on searching for employers:

- Search the Internet
- Contact your Career Service centers if your university/academic institution has one available
- Investigate your personal contacts: colleagues, family, friends, fellow students
- Contact U.S. employers directly

Things to keep in mind while searching for the ideal employer:

- What type of company do you want to train with? A large corporation/small agency/profit or non-profit?
- What type of business culture/environment are you looking for or which types are you trying to avoid?

### Finding the Internship:

Once you've perfected your resume, it's time to search for the perfect internship! There are hundreds of different on-line job search engines in the United States. The following websites allow you to post your resume, search internship listings by industry, find career advice, and discover tips for cover letters, resumes and interviewing:

Monster.com  
Monstertrak.com  
CareerBuilder.com  
Quintcareers.com  
HotJobs.com  
Collegegrad.com  
Vault.com  
Internzoo.com

We also recommend searching for jobs and internships through [Craigslist.org](http://Craigslist.org), which is ideal if you have a specific U.S. location in mind. [Job-hunt.org](http://Job-hunt.org) is another excellent resource. Other job and internships search engines are listed below:

[Internjobs.com](http://Internjobs.com)  
[Experience.com](http://Experience.com)

[Indeed.com](http://Indeed.com)  
[Jobbankusa.com](http://Jobbankusa.com)  
[Truecareers.com](http://Truecareers.com)  
[Job.com](http://Job.com)  
[Net-Temps.com](http://Net-Temps.com)  
[Careerjet.com](http://Careerjet.com)  
[Internships4you.com](http://Internships4you.com)  
[Careersite.com](http://Careersite.com)  
[Nationjob.com](http://Nationjob.com)  
[Jobvillage.com](http://Jobvillage.com)  
[Simplyhired.com](http://Simplyhired.com)  
[internweb.com](http://internweb.com)  
[Coolworks.com](http://Coolworks.com)  
[juju.com](http://juju.com)

Some industry-specific job boards:

#### Accounting & Finance

[CareerBank.com](http://CareerBank.com)  
[JobsInTheMoney.com](http://JobsInTheMoney.com)  
[Fjn.com](http://Fjn.com)  
[AccountingJobsToday.com](http://AccountingJobsToday.com)

#### Advertising, Sales & Marketing

[MarketingJobs.com](http://MarketingJobs.com)

#### Architecture

[Construction.com/CareerCenter](http://Construction.com/CareerCenter)  
[Careercenter.aia.org/](http://Careercenter.aia.org/)  
[Architect.com/jobs/](http://Architect.com/jobs/)

#### Engineering

[EngineerJobSearch.com](http://EngineerJobSearch.com)  
[EngineeringJobs.com](http://EngineeringJobs.com)  
[EngineeringJobs.net](http://EngineeringJobs.net)  
[MechanicalEngineer.com](http://MechanicalEngineer.com)  
[Engineering Central – Engcen.com](http://EngineeringCentral.com)

#### Hotel Management & Tourism

[HospitalityOnline.com](http://HospitalityOnline.com)  
[LuxuryHotelJobs.com](http://LuxuryHotelJobs.com)  
[HCareers.com](http://HCareers.com)  
[HotelJobreSource.com](http://HotelJobreSource.com)

#### Information Technology

[ITJobs.net](http://ITJobs.net)  
[OdinJobs.com](http://OdinJobs.com)  
[Dice.com](http://Dice.com)  
[ComputerWork.com](http://ComputerWork.com)

[ITJobs.com](http://ITJobs.com)

#### Non-Profit Management

[Idealist.org](http://Idealist.org)

#### Real Estate

[SelectLeaders.com](http://SelectLeaders.com)  
[Real-Jobs.com](http://Real-Jobs.com)







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