

Here are a few simple tips for preparing for a successful full-time job search. OSU Career Consultants are excited to provide individualized career assistance to help you be as successful as possible. You can schedule an appointment with a Special Populations Career Consultant at [www.hireosugrads.com](http://www.hireosugrads.com)

### Tips for Finding a Full-Time Job

- **Start looking early** (8-10 months in advance of your graduation date) so that even if you do not progress past the first round of interviews with one company, you will have gained experience interviewing. Also, a company might review your resume six months later when he or she is hiring for another position, or when a person previously hired did not work out.
- **Actual experience** will have more importance than GPA and course work to most employers, so complete as many internships as your time allows.
- **Work very hard** wherever you intern and always be open to help out in different fields. Make it known to your supervisor that you would love an opportunity to stay and work for that company or in a similar field.
- **Do not count on employers**, especially small ones, to have the resources to help you with your visa. Firms without HR staff generally are not prepared for the complex paperwork involved in obtaining a J-1 or H-1B Visa. If you are serious about working in the U.S. for any length of time, make sure you know exactly what the State Department requires before applying for a position, and have as much of the preparatory work completed as possible.
- **Prepare a thorough, well-written résumé**, cover letter and anything else that might make you stand out among other applicants such as writing examples or a portfolio (if required in your field). If the résumé and cover letter are not well written, you will not be invited to an interview.
- **Tailor your résumé and cover letter** specifically to each position for which you are applying. Generic résumés and cover letters will not impress employers.
- **Be honest!** Clearly disclose visa status and any other information that will be important to the employer when trying to decide who to invite for an interview. If you are not sure what to include, schedule an appointment with an OSU Career Consultant.
- **Research the company** before sending an inquiry or cover letter. Do not send a generic "I want to work for your company." Personalize your cover letter so the employer knows that you have made an effort to explore what they do.
- **Do your homework!** Look to spend time in organizations where you truly see a long term pay off for your time spent, where your skills and abilities will be best put to use and you will feel comfortable in the work environment on a daily basis.
- **Visit with an OSU Career Services Career Consultant** for any assistance you require as you prepare for your career.