

Please make note of the following steps and resources for moving along in your search for a position related to intercultural work.

- 1) Reflect on your experience and its relevance to your career goals going forward.
- 2) Explore and prioritize opportunities.
- 3) Build your network.
- 4) Tweak your resume and cover letter.
- 5) Attend career fairs and other recruiting events.
- 6) Compile your recommendation letters or list of references
- 7) Prepare for Interviews.

1) Reflect on your experience and its relevance to your career goals going forward.

Take time to reflect your experience whether from a previous career or from internships. It is vital that you think about what you have learned about yourself and other cultures. Make sure you do this on a regular basis as this will help you to:

- Develop your skills and elicit helpful feedback from your supervisors.
- Prepare more thoroughly for interviews and career fairs.

2) Explore and prioritize opportunities.

- Consider where you see yourself participating in intercultural work.
 - **Advising:** Are you interested in advising individuals on adapting to intercultural settings?
 - **Consulting:** Do you want to use your analytical skills and intercultural awareness to consult on intercultural issues which are relevant to services or products provided by organizations or corporations?
 - **Interpretation / Translation:** Do you want to use your language skills to translate written materials or interpret during meetings or other events?
 - **Teaching / Training:** Would you like to use your teaching, language and intercultural skills to teach languages or provide training in intercultural awareness?
 - **Program Development / Management:** Would you be interested in designing, implementing and/or managing programs that emerge from intercultural issues and needs?
- Consider the many possible contexts in which you could work, including:
 - *Government*
 - *Higher Education*
 - *Non-Profit Organizations*
 - *Research/Consulting Firms*
 - *K-12 Schools*
 - *Corporations*
- Many resources for exploration are available on the following webpages depending on your interest:
 - <http://www.vpul.upenn.edu/careerservices/careerfields/teachabroad.php>
 - <http://www.vpul.upenn.edu/careerservices/careerfields/k12education.php>
 - <http://www.vpul.upenn.edu/careerservices/careerfields/higheredadmin.php>
- Be sure to update your career interests and check job listings on [Handshake](#) as well.

3) Build your network. Connecting with others in your profession of choice can provide insight into what it's like to work at a particular organization in policy, research or program management as well as how to market yourself effectively in the job search. Informational interviewing is a great way to gather advice and build your network, though it's important to remember that the purpose of this type of meeting is to gather information and advice, not ask for a job or job interview. Here are some resources to get started:

- QuakerNet (Penn's Alumni Online Community): <http://www.myquakernet.com>
- Penn Alumni LinkedIn Groups: <http://www.vpul.upenn.edu/careerservices/networking/linkedin.php>
- Professional Associations are also a good resource for networking.

4) Tweak your resume and cover letter. Career Services can provide critiques during appointments (call 215-898-4381 on weekdays between 9am and 5pm to schedule), GSE walk-ins (Tuesdays, 1:30-2:30) or via e-mail. Keep in mind that the turnaround for e-mail critiques during busy seasons can be up to one week. Therefore, it is best to use the following online resources to tweak your resume format as much as possible before a critique with a counselor.

- Resume Guide: <http://www.vpul.upenn.edu/careerservices/gradstud/resumeguide.php>
- TESOL/ICC Resume Samples:
<http://www.vpul.upenn.edu/careerservices/files/ESLICCResumes.pdf>
- Cover Letter Guide: <http://www.vpul.upenn.edu/careerservices/gradstud/coverletterguide.php>
- Cover Letter Samples: <http://www.vpul.upenn.edu/careerservices/gradstud/coverlettersamples.php>

5) Attend Career Fairs and other recruiting events. Career fairs allow you to meet a number of recruiters in one place so that you are able to offer resumes to and obtain contact information from employers of interest. Career fairs relevant to the fields of counseling and mental health include our **GSE Employer Meet and Greets**, and Delaware Valley Education Consortium's **Greater Philadelphia Teacher Job Fair** (www.dvec.net) for those seeking in K12 school-based positions. Check [Handshake](#) and the following link for updates on career fairs: <http://www.vpul.upenn.edu/careerservices/careerfairs/>

6) Compile your recommendation letters (or list of references). Request references or recommendation letters from supervisors and faculty who know you well and can speak to your qualities and strengths in specific ways. It could be that employers will only need contact information from recommenders for phone references. When that occurs, be sure to inquire with your potential recommenders before listing them on an application. If letters are needed, give your recommenders sufficient time to write the letters and make sure you are clear on how each employer wants to receive the letters.

7) Prepare for Interviews. The key to successful interviewing is thorough and thoughtful presentation. It is crucial that you prepare answers that reflect concrete and relevant examples.

- desire to work at a given organization and knowledge of the organization's mission, values and services.
- highlights from relevant experience (e.g., advising, teaching, internships, volunteer work, extracurricular activities, or class projects)
- strengths/weaknesses
- understanding of current issues in intercultural work

It is also extremely useful to practice interviewing. Career Services offers mock interviews as well as other tips and resources that can be found at: <http://www.vpul.upenn.edu/careerservices/interviewingadvice/>