

Practical Training USA help guide!

1. The «Self-placement» formula

IT, finance, trade, marketing, advertising, economics, public relations, catering....

Many possibilities exist with the "Self-Placement" formula as you are responsible for organizing your own job with the help of the Internet, or using your personal contacts. You examine the job offers, working conditions and the potential salary directly with your future employers and thus choose the training that suits you best.

2. How do you find training in the USA?

Below you will find useful information on how to search for a training position in the United States.

Create your Curriculum Vitæ, cover letter and recommendation letters.

When you apply for a training job in the USA, you should at least submit a CV and a cover letter highlighting your education, your experience and why you are the best candidate for the job. Many employers require that you submit them several references either when applying, or following the interview

3. Tips on writing your CV:

- Your resume should not (ideally) exceed one page.
- Do not include personal information such as your age, date of birth, marital status, religion or pictures.
- Highlight your education, skills and previous work experience.
- Keep the content concise while providing enough detail.

Below are examples of CVs:

- <http://www.careerperfect.com/content/resume>
- <http://www.resume-resource.com>

4. Tips for writing your cover letter:

- When you submit an application for a US employer, you must include a cover letter. The purpose of this letter is to describe how and why you would make a good candidate and the skills and talents that you will bring to the company.
- Tailor each letter to the specific position and the company.
- Mention that although you are not a U.S. citizen, you are eligible for J-1 visa and CCUSA will act as sponsors for your visa.
- Explain the benefits that an international student can bring to an American company, including diversity, language skills and international perspective.
- Mention that the company will not have to sponsor you for the visa, CCUSA is responsible for you.

5. Tips for recommendation letters:

- Since employers are unlikely to interview you in person, it is best that you provide letters of recommendation from your previous or current teachers and employers.
- The letters must indicate your relationship with this person, how long you have known this person / the duration of your experience and an evaluation of your work as a student or employee.
- The letters must be written in English and printed on a paper with official letterhead.
- Do not submit recommendation letters without the consent of the referent.
- Ask your referees if a U.S. employer may contact them. If this is the case, verify their contact information (email address, phone number, etc.) and include them when you submit the letters

6. Finding a Training position:

Contacts and networking:

The best way to find a training position in the US is to use its entourage and its network. Be sure to discuss with your family, your friends, your classmates, your teachers, your colleagues, your current or past employer. In fact, a person you know is likely to have visited, studied or worked in the U.S. or knows someone who has done in the past. Do not hesitate to ask for their help.

Collect the names and addresses of people who can help you in your search and contact them by e-mail or by phone let them know you are looking for training in your field of interest. Even if your contacts do not work in the same area as yours or do not have an internship to offer you, they may know someone who can meet your request. Also, if you go on vacation in the U.S., try to arrange informal interviews with potential employers. You can also go directly there to explore on site for companies through the visa exemption program allowing you to visit the US as a tourist for 90 days without a visa.

Social networking sites/Facebook:

Become a fan of American businesses on Facebook and contact them directly to learn more about their activities. Some companies may have lists of training positions available on their Facebook page. Be careful if you let employers view your profile, make sure that all information and photos are appropriate.

LinkedIn:

This is a social network for professionals. If you do not have a profile, create one and fill it in as much as possible. All information must be entered in English and you must indicate your education and work experience. Once you have your profile, you can search for companies and their employees, and contact them directly on internship opportunities.

Twitter:

Some employers are beginning to post their internship offers on Twitter. Create your Twitter account and follow your favourite American employers to find out if they actually post ads. Twitter is a great way to see the news about the company and get valuable information for writing your cover letter or in an interview with the company.

Blogs:

Check the official corporate blogs to find general information and discover available training opportunities.

7. Search engines for internships:

There are hundreds of search engines for jobs in the USA. The following websites allow you to post your resume, search for a job by industry and find tip for your cover letters, resumes and interviews.

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

Additional search engines are also available:

- CraigsList.org
- Internjobs.com
- Job-hunt.org
- Experience.com
- Jobbankusa.com
- Job.com
- Careerjet.com
- Careersite.com
- Indeed.com
- Truecareers.com
- Internships4you.com
- Nationjob.com
- Simplyhired.com
- Juju.com
- Jobvillage.com
- Internweb.com

NOTE THAT THE ELIGIBILITY FIELD FOR PT MUST BE IN BUSINESS, MANAGEMENT, FINANCE OR COMMERCE (but can be applied to other sectors).

Internship offers by sector:

Accounting & Finance

- CareerBank.com
- JobsInTheMoney.com

Financial Job Network

- AccountingJobsToday.com

Advertising, Sales and Marketing

- MarketingJobs.com

Architecture

- Construction.com/CareerCenter
- Careercenter.aia.org/
- Archinect.com/jobs/

Engineering

- EngineerJobSearch.com
- EngineeringJobs.net
- EngineeringCentral
- EngineeringJobs.com
- MechanicalEngineer.com

Management in Hospitality & Tourism

- HospitalityOnline.com
- HotelJobreSource.com
- HCareers.com
- LuxuryHotelJobs.com

Information Technology

- ITJobs.com
- ITJobs.net
- Dice.com
- ComputerWork.com
- OdinJobs.com

Management, Non-profit Management

- Idealist.org
- SelectLeaders.com
- Real-Jobs.com

8. Send your application and prepare for the interview:

Tips for submitting your application:

Even if a company has no training positions available, you can still submit your application.

Here are some rules to follow when you apply:

- Identify companies or training offers that interest you.
- Make sure you meet all the selection criteria and that you have done your research on the company and its location.
- If you are applying for a specific position, include all required documents and follow the instructions carefully.

If you are not applying for a specific position, please send the following information to the employer:

- Your CV
- A cover letter (be sure to indicate that you are looking for a professional full-time internship and that you are eligible to work in the U.S.)
- At least two letters of recommendation

Tips for the interview:

- If an employer meets you and wants to interview you, ensure that you are prepared to discuss your skills, work experience and other information mentioned in your CV and cover letter.

In order to prepare for the interview:

- Gather as much information about the company and prepare for a list of questions. Most of your questions will be addressed during the interview, but you should have prepared enough questions to have something to ask your interviewer. U.S. employers want and expect that applicants ask questions about the job.
- Train yourself for speaking with a friend or family member. You will find a list of questions an employer may ask and tips for interviews by visiting:
Jobinterviewquestions.org

On the day of the interview:

- be prepared and on time! If the interview is done by phone or webcam, test your equipment in advance and isolate yourself in order not to be disturbed during the interview.

After the interview:

- 24 hours after the interview, send an e-mail thanking the interviewer for the time he/she spent with you and to reaffirm your interest in the position. Make sure you have accurate contact information for all interviewers.

Important:

Note that you cannot perform an internship in the following areas:

- childcare
- education, art, culture,
- laboratory research in a university,
- social work, psychology
- medical and pharmaceutical fields

Your U.S. employer must show the adequacy of the training mission that will be assigned, and your professional profile, and/or academic. Thus, he/she will have to provide you with the required documents, including the "DS-7002 -Training/Plan". The issues outlined in this document concern the objectives and general organization of your training. The description of your internship must be divided into phases. The duration of one phase is 6 months.

- When completing the DS-7002, your employer should highlight each semester:
- your role within the company,
- different tasks and activities entrusted to you as well as the methodology used,
- the different departments/ services in which you will be assigned,
- the specific objectives of each phase,
- the knowledge, skills or techniques passed on,
- time spent on each task,

The evaluation of your work methods during your internship.

It is evaluated from:

The drafting of these documents is the most important step that your employer will have to make before your arrival to the United States. It is essential to make him/ her understand the importance of taking the time to write his/ her message. An incomplete internship description or one that is too vague will systematically result in the refusal of the file.

The decision of acceptance or rejection of your application will be mainly based on the description of your training presented by your employer, the motivations and objectives outlined by the applicant as well as the level of adequacy between your domain and level of education and / or professional activity and the mission of the training that will be entrusted to you in the USA.

9. Process « Self-placement » formula:

Step 1 - Reception and verification of your eligibility for the program by CCUSA:

we check that you and your host business, are eligible with the 'Eligibility Form'.

Step 2 - Returning the completed documents to us:

We will send you the documents that must be completed and forwarded to us.

We verify that the documents returned are consistent. We notify you of any missing or unacceptable sections. Upon receipt of the complete documents we arrange a Skype interview to check your skills and experience level of English, and we collect the full price of the program.

(time-scale may vary depending on your responsiveness and the responsiveness of your employer)

Step 3 - Sending your application to the USA and process by CCUSA Head Office:

Following your interview, we send your file to CCUSA Head Office in the United States. Meantime, your employer will have started to work with our Head Office staff to draft your Training plan. When everything is complete, my colleagues will submit the Training Plan to the US State Department for approval. If this is positive, your Training plan is registered in SEVIS system and CCUSA will issue the DS-2019 - (time-frame may vary if your employer takes time to draft the plan).

Step 4 - Issuing the DS-2019 and information for the Embassy:

we will send you via FedEx, your SEVIS number and DS-2019 form, and the Guide to apply for J-1 Visa. You can then make an Embassy appointment. The Guide for the J-1 visa is to be carefully read, as it helps you to prepare your immigration file for your appointment at the Embassy of the United States. We will send you your welcome package within a few days of departure (insurance card, participant guide, etc.).

Step 5 - The visa and arrival:

You must inform your CCUSA Country Office of the receipt of your visa, and your travel plans. On arrival in the US, you must contact CCUSA Head Office to activate your account, validate SEVIS, and confirm your Insurance policy.