

Tipps für die Praktikumssuche - Independent Search

Ganz neu: der iCoach von CIEE auf <http://www.ciee.org/intern/find/>

Training at a US Host Company should be an experience that allows you to strengthen the professional skills that you have developed during your studies or past employment. Therefore, before beginning your search, it is important that you have a good idea of what you are looking for in a training program and have prepared a professional resume and cover letter. This text will provide you with valuable tips on how to do this, and how to conduct a targeted search for a relevant training position in the US.

Design Your Ideal Training Position

Before you begin your search for a training position at a US company, it is important that you determine exactly what type of training experience you are looking for. Ask yourself the following questions, and then create in your mind the exact type of training experience you would like to have.

What type of company would I like to train with? -- There are many different types and sizes of business here in the US, from smaller firms or agencies to large, dynamic corporations. You may also be more interested in not-for-profit companies or NGO's.

What are the top three features that are most important to me in a training environment? -- The qualities you like in a supervisor, the things you need from a team of co-workers, the general atmosphere at a company, how high-paced a company may be, a company's longevity, and a company's mission are just some of the attributes you might consider when reviewing your options.

What elements of a training environment could make my experience difficult? -- Just as you considered the positives, consider what company features might make you uncomfortable or less likely to succeed. Keep in mind that a training program is a learning experience and that you should choose a training environment that challenges you to stretch your comfort zone.

Do I need a paid training position? -- This might be a key component in choosing a great training position if you do not have sufficient savings or some other type of financial assistance. Some companies that do not offer a salary may provide other attractive benefits, such as housing, transportation, meals, and so on. Figure out what you need in order to be able to support yourself and to enjoy your experience fully. You may also be able to secure scholarship funding in your home country to subsidize the expense of taking on an unpaid training position.

Your Resume

In the United States, most businesses expect interested applicants to submit an organized 'resume' outlining their professional and personal experiences, along with a statement of interest called a 'cover letter.' A resume is very similar to the curriculum vitae, or CV, which you should be more familiar with. Every person has individual preferences on how to present his or her personal information. However, there are a few general guidelines you should follow when creating your resume:

- ☑ Attempt to keep your resume to one page - try adjusting borders, spacing, and font size
- ☑ Be sure to include all relevant work experience, starting with your most recent
- ☑ Ensure that your resume is appropriate for the position you are applying to
- ☑ Be organized - your resume should separate your educational experiences from your professional ones
- ☑ Be concise - don't waste words, or space. Specifically state how each of your experiences allowed you to develop skills that will make you a better Trainee
- ☑ Be specific about the duration of each of your experiences
- ☑ Don't be afraid to include information on your hobbies and unique skills
- ☑ Do not use graphics or icons of any sort

Your Cover Letter

Finding a training position in your field of interest is very similar in process to finding a related job in your home country. The most important step in this process is creating an informative and interesting cover letter, which strongly emphasizes your professional qualifications, and your interest in training. When sending out application material, a cover letter should always precede your resume. And, each cover letter you send should be unique to the position and company to which you are applying. This means that you must write a cover letter for each potential Host Company that you contact. It may be useful to work from a general cover letter, and personalize it as you search for a training position.

What Makes a Good Cover Letter?

A professional cover letter is generally composed of three to four major paragraphs. After you have properly addressed your cover letter, your first paragraph should be dedicated to clearly stating the intentions behind your inquiry. In short, you should state your name, your interest in a training position, and highlight the fact that you are a skilled and competitive candidate with much to offer a potential Host Company. Briefly explain why you are looking for a training opportunity, and convince them to continue reading your cover letter. If you intend to have this training program count for academic credit, you should mention the name of the school

you are attending and the fact that this program will be credit-bearing. This paragraph should not exceed three to four sentences in length.

In the second paragraph of your cover letter it is important to mention that you are intending to apply for a J-1 Trainee Visa through CIEE and that, as part of this program, CIEE will act as legal sponsor and will provide for the legal framework in which this training program can be undertaken. Moreover, companies may also be interested to learn that you will be provided with health and travel insurance as part of the CIEE program.

The third paragraph of your cover letter should highlight your educational background and professional interest in pursuing a career related to the company's activities. This paragraph is your chance to expand upon the experiences outlined in your resume, and directly relate them to a company's operations and mission. It is also important to discuss your work ethic, positive nature, ability to communicate with others, dedication to professionalism, and whatever other qualities are relevant to the training position you are seeking.

Finally, you need to conclude your letter by restating your interest in training at this particular company, and thanking the company for taking the time to review your materials. Also, you should remember to express your interest in the chance to participate in a telephone interview, and offer them a good means of contacting you, be it by phone or email.

Important Tips

- Check your spelling and grammar. If you are not a native English speaker, you may also choose to have a skilled English speaker review your cover letter for content and clarity.
- Remember to contact the company after submitting your cover letter and resume. Send an e-mail to the contact person if you have not heard from them in over two weeks, and remind them that you have submitted materials to them and would still be very interested in pursuing the possibility of a training position with them.
- Don't make your cover letter too long. It should be kept to three paragraphs, and should not be more than one page in length. The biggest challenge in cover letter writing is drafting a document that is both readable and comprehensive, within a very restricted space.
- Your contact information should always follow the salutation portion of the cover letter.

Finding a Host Company

Hunting for the right training position may seem like an impossible task at first. However, you will quickly learn to utilize helpful internet resources, and you will develop a network of contacts that may be able to put you in touch with an appropriate Host Company.

As you begin to reach out to US companies, you will find that some of them are not familiar with the term 'Trainee' or with the J-1 Trainee Visa category. Therefore, you may need to take the time to clarify your reasons for contacting them and your understanding of the framework in which you will be allowed to enter the US. You can refer potential host companies to CIEE's Host Company website <http://ciee.org/hire/intern/> for detailed information on hosting international Trainees. Once companies understand that they will not need to worry about your US entry or work authorization documents, they will likely be much more interested in speaking with you about the possibility of a training position.

The following strategies can help you in your search for the perfect training experience. Try to take advantage of as many different search methods as possible, as this will greatly increase your chances of finding a US company that is interested in providing you with practical training.

Search the Internet

The Internet is a great place to start your search for a training position in the US. It is important to keep in mind that you are not looking for ordinary employment, but rather practical training. Thus, try to use keywords like 'internship,' or 'training program' when you begin your search.

Career Help Centers

Does your university have a Career Center? Do local schools in the area have public career service centers? Are you near a US Educational Advising Center? You may be able to utilize the resources and career counselors at centers such as these or you may be directed to placement websites that are affiliated with universities.

Ask Around

Ask university students, co-workers, family, friends, and professors if they have any contacts at US-based companies, or if they know of anyone who has participated in a training program in the past. If you refer to an acquaintance, friend or business colleague when contacting a company, your chances of securing a position increase significantly.

Contact Companies Directly

The toughest part of finding a US training position is determining a successful strategy for reaching out to US companies. It is important that you find a comfortable method for researching and identifying interesting training positions, and communicating with potential Host Companies. Email is a great way to introduce yourself and to describe your interest in training at that company. It is also good to follow up with the company by phone, to see if they would be interested in hosting you as a Trainee. The search process will become more natural with practice, especially if you keep the following tips in mind:

- Set aside 20-30 minutes every day for researching and reaching out to potential host companies.
- Create a list of companies that already have intern or training programs in place.
- Try to send a resume and cover letter to at least 3 companies every day.
- Keep track of the companies you have sent material to, as well as the specific date you sent it. Be sure to follow up with each company within 14 days of your initial contact.
- If you choose to make contact by phone, ask to speak to someone in the company's Human Resources or 'HR' department. The Human Resource officer will be most familiar with the company's training programs and staff resources.
- Remember to mention that you plan to apply for a J-1 Trainee Visa, and that CIEE will be your legal sponsor. The company will not need to worry about your US entry or work authorization documents, and will not need to provide you with health insurance.
- If you are offered an interview, prepare for it! Research the company's activities and products, and be prepared to ask informed questions and to clearly state why training in the US will allow you to meet your long term career goals.

Internet Guide

www.aboutjobs.com

www.bestjobsusa.com

www.campusinternships.com

www.careerbuilder.com

www.coolworks.com

www.craigslist.org

www.hotjobs.com

www.idealist.org - Non-profit only

www.internjobs.com

www.internships.com

www.internshipprograms.com

www.internweb.com

www.internshipsforstudents.com

www.monster.com

www.paidinternships.com

www.rsinternships.com

www.wetfeet.com

www.internshipprograms.com

<http://www.prabo.at>

<http://www.headhunter.net>

<http://www.rsinternships.com>

<http://www.statejobs.com>

<http://www.uscareers.com>

<http://www.jobbankusa.com>

<http://www.jobweb.com>

<http://www.superjobsearch.com>

<http://www.careers.wsj.com>

<http://www.4icj.com>

<http://www.backdoorjobs.com>

<http://www.resortjobs.com/do/where/US>

<http://www.employmentspot.com>

<http://www.jobspin.com>

Job Skills Checklist

The purpose of this skills inventory is to help you to be able to come up with different skills that you may be having a hard time thinking of yourself.

How to use the Skills Inventory: The following is a sample list of skills found in a cross section of careers. Circle every skill that applies to you. Jot down examples of situations in your working life that demonstrate this skill. Then try to incorporate these skills into your resume and/or cover letter. Good Luck!

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	drafting reports	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting to new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
creating meaningful work	defining a problem	comparing results
screening telephone calls	maintaining accurate records	skillfully applying professional knowledge
collaborating ideas	administering medication	recommending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	conducting interviews	providing customers with services
taking independent action	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information

Example Cover Letter

(Your Name)

(Your Address)

(Month, Day, Year)

Ms. Helen Jones
Manager of Recruitment (contact's title)
Marketing Northwest Co. (company name)
12 E. Burnside Avenue
Boston, Massachusetts 02116

Dear Ms. Jones,

I am writing to explore the possibility of participating in a practical training program at your organization. As a student from the U.K. pursuing a degree in Export Marketing at the University of Winchester, I am required by my university to spend up to twelve months training with a US company. Undertaking such a placement with your company would prove an invaluable experience, both professionally and personally.

In regards to my legal eligibility to train with your organization, I would be participating in CIEE's Trainee Program, which is sponsored by the Council on International Educational Exchange. As my sponsor, CIEE is authorized by the US government to issue the necessary documentation for me to obtain a J-1 visa, which allows me to train legally in the US for up to twelve months (Internship Participants: up to 12 months, Professional Career Training Participants: up to 18 months). As part of the program CIEE will also provide me with health and travel insurance.

As my enclosed resume indicates, my studies and work experience revolve around the administration of marketing function within organizations, in addition to strategic planning and implementing marketing plans within a public spectrum. I have researched Marketing Northwest Co. and feel that my professional skills will be of benefit to your operations, particularly the international shipping aspect of your business. I am focused, enthusiastic about learning, and would like to learn more about marketing in the US, in order to expand my global understanding of marketing and its impact on consumers, both in the US, and abroad.

I strongly believe that my studies, experience, and personal skills would allow me to excel in a training position at your company. Thank you for your time and consideration, and I look forward to hearing from you in the near future. I can best be contacted at (phone number) or via email at (email address).

Sincerely,

(signature)

(Your Name)

You will find more examples of good cover letter on
<http://www.ciee.org/intern/find/resume.aspx>

Example Resume

Vorname Nachname

Address Heimgasse 7, 8020 Graz
Phone +43 6.....
Email xxx@gmail.com
Skype namexx

Objective

Accomplished business graduate seeking a challenging position in Business Management (1-2 Sätze)

Education

Oct 2010 - present **Graz University, Course of Studies: Business Administration**
Expected graduation: June 2012, Master's Degree
Special focus: International Finance

2005 – 2010 **College for Business Administration, Graz**

Professional Experience

06/30 – 08/31/2010 **XXXX, Vienna**
Accounting intern
Forwarded calls and incoming mail to the appropriate departments
Prepared records for the accounting department
Assisted in various administrative tasks

09/20/07 – 06/30/08 **Students council "OEH"**
Volunteer
counselling and journalistic work

Skills

German mother tongue
English fluent
French intermediate
Italian basic

IT Microsoft Office

Interests

Sports volley ball, swimming, skiing
Music piano, guitar
Travel French language school, one month in Paris (1996)
 several weeks in Toronto (Canada) and Rome (Italy)
Interests literature, painting, music, cinema, museums, modern art, theatre