

# **Student/Alumni Guide to University of Texas of the Permian Basin Career Services**

**The University of Texas of the Permian Basin Career Services Department is available to both students and alumni. Our goal is to educate and enhance employment opportunities and career satisfaction for both students and alumni. Career Services is located in room 1160B of the PASS office. Office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. For additional information, please call 432-552-2633 or email [careerservices@utpb.edu](mailto:careerservices@utpb.edu).**

## **Services**

### **Special Programs**

- **Fall Job Fair**
- **Part-time Job Fair**
- **Teacher Job Fair**
- **Summer Mini-Career Camp**

### **Workshops**

- **How to Work a Job Fair**
- **How to Write a Resume**
- **Etiquette Seminars**
- **Dress for Success**

### **Employment**

- **Resume/cover letter critiquing**
- **On-campus interview programs**
- **University recruitment website**
- **Mock interviews**
- **Job Board**

### **Career Resource Library**

- **Salary Survey Statistics**
- **Career Development**
- **GRE/GMAT & LSAT prep materials**
- **Job search materials**

### **Career and Personal Exploration**

- **DISCOVER (web career program)**
- **SDS (paper form career test)**
- **MBTI (Personality Testing)**

### **Job Search Assistance**

- **Walk-in hours**
- **Scheduled appointments**
- **Internship Assistance**

**The University of Texas of the Permian Basin Career Services  
Mesa Building, PASS Office Room 1160B  
432-552-2633 (p)  
432-552-3633 (f)  
[careerservices@utpb.edu](mailto:careerservices@utpb.edu) (email)  
[www.utpb.edu/careerservices](http://www.utpb.edu/careerservices) (website)**

# Table of Contents

<b>Career Services.....</b>	<b>3</b>
<b>Sample Cover Letter.....</b>	<b>4</b>
<b>Sample Chronological Resume.....</b>	<b>5</b>
<b>Sample Functional Resume.....</b>	<b>6</b>
<b>Sample Teacher Resume.....</b>	<b>7</b>
<b>Great Websites for Education Majors.....</b>	<b>8</b>
<b>Thank You Letter.....</b>	<b>9</b>
<b>The Interview .....</b>	<b>10</b>
<b>Dressing for the Interview.....</b>	<b>11</b>
<b>Questions Most Frequently Asked by Employers.....</b>	<b>12</b>
<b>Questions to Ask Employers.....</b>	<b>13</b>
<b>Conducting a Long Distance Job Search.....</b>	<b>14</b>
<b>International Students and the Job Search.....</b>	<b>15-16</b>

*The University of Texas of the Permian Basin does not discriminate in employment or provision of services*

# UTPB CAREER SERVICES WELCOME

Career Services is here to help you achieve your goals. We can assist you with your questions about majors, careers, internships, graduate school, or making the transition from college to career. We will be able to help you clarify your goals, explore personal concerns and develop a plan of action.

## SERVICES

### Membership

All current students and alumni are eligible to use career services. Our university's recruitment website, College Central Network, will give you instant access to job listings, internships, volunteer opportunities, upcoming seminars/events and access to a database of UTPB alumni in our "mentors" module who are available to help you. All you have to do is log on to [www.collegecentral.com/utpb](http://www.collegecentral.com/utpb) and create an online profile. You can also upload a resume which will be viewable to employers who post positions on our website.

### On-Campus Interviews

Any reputable company seeking degreed personnel is eligible to conduct campus interviews. All current UTPB students and in most cases (alumni) are eligible to interview at the UTPB Career Center. Opportunities are available in an assortment of fields or industries and for a wide variety of majors. Some positions are open to all majors while others may require a more specific academic background. Students must provide a resume to the Career Center and RSVP to interview. Any student who "no shows" for a scheduled interview will be required to write a letter of apology to the recruiter and cc: to the Dean of his/her college and the UTPB Career Center. Should any student fail to take this action, he/she will not be allowed to interview again on campus. If a student cancels their appointment within 24 hours of their interview date, they will be required to complete a "Careers 101" course with the Career Center before they will be allowed to interview again on campus.

### Workshops

Attend one of our workshops to hone your knowledge of interviewing tips, job search strategies, resumes/cover letters and successful job fair advice. Workshops will help prepare you to meet and be ready for potential employers.

### Mock Interviews

Mock interviews can be scheduled at your convenience. This is an excellent opportunity for you to enhance your interviewing skills.

### Employer Connections

Meet employers face to face at our job fairs, information sessions and networking events.

### Career Exploration

Use our DISCOVER career exploration system to help you decide upon a major or career pathways within your chosen discipline. We also have an extensive Career Resource Library to assist you with career development and job search activities.

# Sample Cover Letter Format

Your Street Address  
City, State, Zip

Today's Date

Mr. John Smith  
Personnel Manager  
XYZ Manufacturing Company, Inc.  
101 Corporate Drive  
Smallville, NY 12345

Dear Mr. Smith:

Opening paragraph should generate enough interest to encourage the reader to want to press forward. Identify the position for which you are applying or inquiring and explain how you learned about it. Give information to show your specific interest in the company and in this particular position.

Middle paragraph(s) should create desire. Briefly give details of your background, your education and experience that support your candidacy. Highlight your most attractive attributes; mention your specific challenges and aspirations. Do not make this a repeat of your resume, but emphasize or add pertinent background information.

Refer the reader to your enclosed resume. How will the company benefit from you being hired? In what way will you fit into the scheme of things? Why are you a good candidate for this position? Show a match between you and the company/position.

Closing paragraph should ask for action. State that you are available for an interview at their convenience and look forward to hearing from them. Since the purpose is to get an interview, make a request. A positive request is harder to avoid than a vague hope. If you will be in their area at a certain time, mention the dates. You may even indicate that you will follow up with them in two to three weeks. Be sure to thank them for their consideration.

Sincerely,

Samantha Jackson

Enclosure

*Used with permission from Clarkson University*

## Sample Chronological Resume Format

### LISA D. PAYSON

Present Address:  
1111 S. 8<sup>th</sup> Street  
Waco, TX 76706  
(254) 756-7723  
[Lisa\\_Payson@baylor.edu](mailto:Lisa_Payson@baylor.edu)

Permanent Address:  
7606 Cape Cod Ave.  
Denver, CO 46250  
(303) 451-2074

**OBJECTIVE** To obtain an entry-level position in human resources management, preferably in the areas of training and development.

**EDUCATION** BAYLOR UNIVERSITY, Waco, TX  
B.B.A., May 2005, Overall GPA: 3.3/4.0  
Major: Business Administration, Minor: Spanish  
Financed 85% of college expenses

**EXPERIENCE** JC PENNEY COMPANY Waco, TX  
August 2004-Present Sales Clerk

- Assist customers with merchandise selections and exchanges.
- Create merchandise displays.
- Monitor inventory levels.

Summers 2002-2004 PAYLESS CASHWAYS, INC. Kansas City, MO  
Personal Assistant

- Worked in Human Resources area during corporate downsizing of 2000 employees.
- Supported Director of Field Human Resources and Director of Corporate Employment Services in daily activities.
- Assisted in communications for 29 closing stores. Handled employee relations and severance packages.
- Gained working knowledge of Human Resources, Accounts Receivables, Communications, Treasury, Risk Management, Safety and Claims.

**SKILLS** COMMUNICATION

- Participated in class project analyzing trends in management industry.
- Planned and implemented marketing strategy for a local manufacturer.
- Conducted orientation and training sessions for pledges.

LEADERSHIP

- Organized pre-practice drills for teammates.
- Led group members in preparing for class presentations.
- Coordinated charity drive for the Darby Days fund raiser.

**HONORS** University of Kansas Crowell Bood Award, Summer 2003  
Kansas Honor Scholar  
Payless Cashways, Inc. Citizens' Scholarship, 2002

**ACTIVITIES** Zeta Tau Alpha National Fraternity  
Pledge Dance Co-Chairman; Intramural Sports; Alta Vista Pen Pal  
American Marketing Association  
Baylor Mentoring Program

*Adopted with permission from the Baylor University Career Center*

## Sample FUNCTIONAL/SKILLS Resume Format

**LISA D. PAYSON**  
7606 Cape Cod Circle  
Denver, CO 46250  
(303) 451-2074  
[Lisa\\_Payson@aol.com](mailto:Lisa_Payson@aol.com)

**OBJECTIVE** Position in human resources management, preferably in areas of training and development.

**EDUCATION** BAYLOR UNIVERSITY, Waco, TX  
Bachelor of Arts, December 2006  
Major: History, Minor: Spanish

**SKILLS**

Communication  
-Able to communicate in speaking and writing—clearly, concisely and effectively.  
-Delivered informational and persuasive speeches to 30 students.  
-Resolved customer questions or complaints quickly and respectfully.

Human Resources  
-Supported directors during corporate downsizing of 2000 employees.  
-Assisted in communications for 29 closing stores.  
-Handled employee relations and severance packages.

Leadership  
-Served as president of sorority.  
-Coordinated sorority's community service as service chairman.  
-Assisted store manager in orienting and assigning new employees.

**HONORS** University of Kansas Crowell Book Award, Summer 2004  
Kansas Honor Scholar  
Payless Cashways Inc. Citizens' Scholarship, 2003

**ACTIVITIES** Zeta Tau Alpha National Fraternity:  
President, Community Service Chairman  
Spanish Club  
Baylor Big Sister Program  
Baylor Mentoring Program

**EXPERIENCE** JC Penney Co., Waco, TX, Sales Associate, August 2004-present  
Payless Cashways, Inc. Kansas City, MO, Clerk, Summers 2002-2004  
Dillard's, Kansas City, MO Sales Assistant, May-August 2001

**ADDITIONAL INFORMATION** Financed 85% of college education through employment and loans.  
Traveled extensively throughout U.S. and Europe.  
Fluent in Spanish

*Functional/skills style emphasizes skills areas. It is more helpful for people who are changing careers, re-entering the job market, applying for positions which their training and/or experience does not directly qualify, or whose background does not emphasize their abilities for the job. The skill categories should be randomly ordered to support the career objective.*

*Adopted with permission from the Baylor University Career Center*

# Sample Teacher Resume

## Sylvester Rose

5039 Tanglewood Lane #1345\* Odessa, Texas 79762\* [rose\\_s@yahoo.com](mailto:rose_s@yahoo.com)  
Home (432)363-8876 Cell (432)598-9834

**Objective: I am seeking a secondary teaching position in the field of English.**

Self directed, enthusiastic educator with a passionate commitment to student development and learning. I possess outstanding communication skills and the ability to relate the relevance of classroom objectives to the real world. I consider myself a “classic” team member who is capable of contributing to site based committees and collaborate at all levels of administration.

Experience in:

- |                          |                           |                       |
|--------------------------|---------------------------|-----------------------|
| * Cooperative Learning   | * Classroom Management    | * Student Assessment  |
| * TEKS objectives        | * Motivation              | * Lesson Plans        |
| * Design and Development | * Multicultural Awareness | * Special Populations |

### Education and Certifications

Bachelor of Arts, Major: English-University of Texas-Permian Basin, Odessa, Texas  
English 6-12 Certification (Texas Education Agency)  
Computer Skills: MS Word, Excel, Power Point, Internet (research)

### Teaching Experience

Permian High School, Odessa, Texas  
Student Teacher

1/2006-5/2006

Collaborated with cooperating teacher to design curriculum and lesson plans, assessments of students, and communication with students, parents and diagnosticians. Performed basic administrative duties such as recording attendance, tutoring and organizing student portfolios as needed.

- Used computer technology to integrate into curriculum, supplementing class lectures with word processing and researching skills.
- Created a “writing contest” to increase writing proficiency amongst students and encourage expression of ideas. Held special sessions to develop effective writing and editing techniques and inspire creativity.
- Established and maintained positive relationships with students, parents, faculty and administrators

### Professional Training and Workshops

Cooperating Learning Workshop, UTPB (2004)  
Technology Integration Workshop, Region 18 ESC (2005)

# Neat Websites for Education Students

**Ector County ISD**

<http://www.ector-county.k12.tx.us/>

**Midland ISD**

<http://www.midland.k12.tx.us/>

**Region 18 Education Service Center**

<http://www.esc18.net/>

**Region 15 Education Service Center**

<http://www.netxv.net/>

**Region 16 Education Service Center**

<http://www.esc16.net/>

**Region 17 Education Service Center**

<http://www.esc17.net/>

**Texas High School Coaches Association**

<http://coach.thsca.com/>

**Charter Schools State Directory**

<http://www.charterstexas.org/>

**Texas Association of School Administrators** (*this site is EXCELLENT.....has teaching openings all over the state*)

[www.tasanet.org](http://www.tasanet.org)

**Dallas ISD**

<http://www.dallasisd.org/>

**Windham School District** (*best site for jobs in correctional adult education*)

<http://www.windhamschooldistrict.org/>

**Texas Youth Commission** (*best site for jobs in correctional juvenile education*)

<http://www.tyc.state.tx.us/>

**Alternative Certification Program**

<http://www.teachfordallas.com/>

**Teaching Jobs Overseas**

<http://www.joyjobs.com/>

**Texas Education Agency**

*Great source: has released TAKS tests, TEKS objectives for all disciplines, teacher resources, AEIS reports for all districts*

<http://www.tea.state.tx.us>

# THANK YOU LETTER

## PURPOSE

- To thank the interviewer for taking the time to meet with you.
- Thank you letters are sales letters in disguise; don't be afraid to put verbage in the letter emphasizing your strong points.
- Make thank you letters short and to the point.
- Send thank you letters to everyone who gave you ANY kind of help in your job search, including your interviewer.

## SAMPLE

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number (Include Area Code)

Date

Mr./Ms.:

Thank you for taking the time to meet with me regarding the position of Assistant Manager. I enjoyed the tour of the bank and hearing your views about the history of the financial institution. As we discussed, I feel my qualifications meet the criteria for this position. My experience has prepared me well to begin full time work in the banking industry with the duties we discussed.

Again, thank you for your time and I look forward to hearing from you soon.

Sincerely,

Your signature

# The Interview

Typically the first interview with an employer is normally a “screening” process. Research the company extensively before the interview. Normally, company information can be found on the company’s website or through company search sites like [www.hoovers.com](http://www.hoovers.com). Be prepared for any type of interview. Some interviewers are skilled at interviewing; others are not. Interviews may range from the open ended, where the interviewer asks a few questions and lets you do most of the responding, to a highly structured interview, in which the interviewer asks many specific questions using a preplanned format.

The preplanned format will sometimes involve a “behavioral” interview. A behavioral interview evolves around a profile of desired behaviors that are needed for success on the job. For an entry level position that requires no previous job-related experience, the line of questioning might go “*Describe a major problem you have faced and how you dealt with it?*” Interviewers might then ask you to follow up to test your consistency and to determine if you showed the desired behavior in that situation: *What did you do? What did you say? What was your role? What was the result?*

## How Can You Prepare for a Behavioral Interview?

- First, keep your story honest. The interviewer can sense if your story is fact or built on a weak foundation. Be honest and open about your experience.
- Try to recall situations where you showed favorable behaviors or actions. If your work history is limited, show examples in your academic background involving your coursework, leadership, teamwork, initiative and planning.
- Be sure your story is clear and concise. Make sure it has a beginning, middle and an end. Be prepared to describe the situation, your action and the outcome.
- Again, the key is favorability. Be sure the outcome reflects positively on you even if the result itself was not favorable.

Remember the difference between a traditional and behavioral interview. A traditional interview may allow you to project what you might or should do in a given situation, while a behavioral interview is looking for past actions only.

## Strengths and Weaknesses

One of the most dreaded questions an applicant hears is the “*describe your strengths and weaknesses*” question. Usually no one has problems describing their strengths, but describing your weaknesses in a way which isn’t self-deprecating can be a challenge. Some key NO NO responses to this question are: “*I’m simply a perfectionist; I don’t have any weaknesses or I’m a workaholic.*”

The key is to describe a weakness which isn’t job related. A good response for someone applying for a management trainee position might be: “*I’m not mechanically inclined at all, so if the copier breaks down don’t call on me*”. Again this response probably wouldn’t be appropriate for an engineer or a copy machine repairman, but for most office staff, it wouldn’t be perceived as a negative.

## **Dressing for the Interview**

You may have heard about companies adopting an “office casual” dress code. However, the job interview is no place to try to set a new standard. Dress up and be conservative in your appearance. This includes wearing a suit for both men and women.

### **Men**

- A two-piece suit is always the safest approach.
- A pressed, white, cotton, shirt will always provide a nice contrast to your dark suit and sets a conservative business tone. Cotton is comfortable and will inhibit perspiration. A cotton undershirt will help the fit of your shirt and also help with wear.
- Solid dark colors convey conservatism. Navy blue, black or dark gray are always safe colors for your matching jacket and trousers.
- Polished shoes with socks worn high enough to hide skin when you sit and cross your legs. Black business shoes will go with almost any attire.
- A silk tie is the most professional accessory and is easily knotted for a professional fit.
- Trousers that are hemmed at the bottom serve two purposes. One, they look professional, and two; they help pull your trousers to the bottom for a professional fit.

### **Women**

- The standard job interviewing attire for women is a conservative dark navy or gray skirted suit. Other conservative colors - such as beige or brown - are also acceptable
- Skirt length should be a little below the knee and never shorter than above the knee.
- Blouses should be cotton or silk and should be white, or some other light color.
- Shoes should be low-heeled.
- Pantyhose should be flawless (no runs) and conservative in color.

### **Other Notables**

Make-up should be minimal, with lipstick and nail polish in conservative tones like beige, pink or red. You should opt for a briefcase rather than a purse. Keep hair neatly trimmed. No excessive jewelry or visible body piercings (except conservative earrings). No missing buttons, crooked ties or lint.

The safest fashion rule for a new employee is to dress the same as your most conservatively attired co-worker.

## Questions Most Frequently Asked by Employers

### Personal

Tell me about yourself.

What made you apply with our organization?

What do you feel that you can offer this organization?

Describe your ideal job.

What do you consider to be your greatest strengths? Weaknesses?

What accomplishments are you most proud of?

How does your college education and work experience relate to this job?

What motivates you most in a job?

Have you ever had to speak before groups? How did you handle it?

What do you feel sets you apart from other job candidates?

What do you know about our company?

Where do you want to be in five years?

### Education

Were you financially responsible for any portion of your college education?

What was your GPA? Do you feel your grades accurately reflect your ability?

Which classes did you like best? Least? Why?

Why did you choose your major?

### Experience

What skills do you currently have that relate to the job that you're applying for?

Did you work or do an internship while attending school? Tell me about your responsibilities.

Have you ever quit a job? Why?

Give an example of where you've had to work on a team and one of the team members didn't carry their weight. How did you handle it?

Give an example of when you worked under the pressure of a deadline. How did you handle it?

How would your former supervisors describe your work?

### Career Goals

Do you feel you would be successful working in a team environment?

Do you prefer large or small organizations? Why?

Are you able to multi-task?

How do you feel about travel? Overtime? Relocation?

What other types of positions are you considering?

*Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Use the UTPB Career Center to help with mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.*

## Questions to Ask Employers

The interview is rapidly coming to an end. Your interviewer now asks if YOU have any questions of him/her. To say no would convey indifference. However, the types of questions you ask can also be deal breakers if they're not appropriate. What are some appropriate questions?

- What kinds of assignments might I expect the first six months on the job?
- How often are performance reviews given?
- What products or (services) are in the development stage now?
- What are your growth projections for the next year?
- In what ways is a career with your company better than one with your competitors?
- Is this a newly created position or am I replacing someone?
- What is the usual promotional time frame with your company?
- Does your company offer either single or dual track career-track programs?
- What do you like best about YOUR job/company?
- Has there been much turnover in this job area?
- Does your company promote from within?
- What skills are especially important for someone in this position?
- What characteristics do achievers in this company seem to share?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved with this position?
- What is the next course of action? When should I expect to hear from you or should I contact you?

## Conducting a Long Distance Job Search

Moving to another city without a job offer is risky to say the least. However, one way to establish some roots is to check with a national staffing firm (Lucas Group, Snelling, Wagner Dean, Robert Half & Associates just to name a few) and ask about temporary or project assignments in a city where you want to relocate.

Otherwise, you might want to do the following:

- Zero in on the city in which you'd like to relocate. Read local newspapers online at the Internet Public Library. Try [www.ipl.org](http://www.ipl.org) then under "Reading Room" click on "newspapers".
- The UTPB career services home page features hyperlinks to many publicly held companies and federal and state governmental agencies. Go to: [http://www.utpb.edu/utpb\\_adm/studentervices/officeofcareercounseling/index.htm](http://www.utpb.edu/utpb_adm/studentervices/officeofcareercounseling/index.htm). Look for applicable hyperlinks under "job banks". You can also view other college career center sites at [www.jobweb.com/career\\_development/collegeres.htm](http://www.jobweb.com/career_development/collegeres.htm). UTPB's campus recruitment website [www.collegecentral.com/utpb](http://www.collegecentral.com/utpb) features two links of interest. The "search for jobs posted to my school" link will include primarily jobs posted by employers in the Permian Basin, however; occasionally we do receive postings from employers in some of the larger cities. The "search for jobs in CCN's Jobs Central" link will direct you to employer listing with all CCN subscriber schools.
- Reach out to members of our alumni association. Stacey Fuqua (552-2809) is UTPB's alumni coordinator and maintains an extensive database of UTPB alumni, many of which are now residing in other cities. We also have out of town alumni registered in the mentor module of our university's recruitment web site (College Central Network). To use, go to [www.collegecentral.com/utpb](http://www.collegecentral.com/utpb). After you've registered, click on the "search for mentors" hyperlink, then, use the password "student" to access the module. (If you're registered as an alumni, your mentor module password will be "alumni").
- Get a chamber of commerce membership directory at [www.2chambers.com](http://www.2chambers.com), then visit the web sites of companies that you're targeting.
- Include federal jobs in your job search. The most extensive federal job site is [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Also try America's job bank at [www.ajb.org](http://www.ajb.org).
- Don't forget to research your target company and find out who the movers and shakers are within the company. To facilitate your search, try [www.hoovers.com](http://www.hoovers.com).

Finally, if you're offered a job and have skills that are in high demand, don't volunteer to pay for relocation costs. Wait until after the job offer and then negotiate.

# INTERNATIONAL STUDENTS AND THE JOB SEARCH

International students should obtain employment information from an experienced immigration attorney. Advice from any other source may be inaccurate.

## **Importance of Skills and Career Field**

Find out if your degree and skill-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will all make your job search easier. Find out what region of the United States holds the majority of the jobs in your field. You may need to relocate in order to find the type of job that you want. Learn all you can about your targeted career field by talking to professors, reading industry publications and attending professional meetings and regional conferences.

## **Role of Employers**

It is the employer's responsibility to find the right people for his or her company-*not to help you find a job*. The interview is successful when both of you see a match between the employer's needs and your interest and ability to do the job. The employer will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Employee referrals
- Regional and national conferences
- Employment agencies
- Campus or community job fairs
- Posting jobs in newspapers or trade publications

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

## **Strong Communication Skills**

You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in the interview.
- Understand English when spoken to you and can effectively express your thoughts in English.

Self promotion is rarely easy for anyone, but it can be especially difficult for individuals from cultures where talking about yourself is inappropriate. In the U.S.A., you are expected to be able to explain your credentials and why you are suitable for the position. Be sensitive to the interviewer's verbal and nonverbal cues.

## **Career Center**

The career center can be a valuable resource in your job search. Be aware however, that some employers won't interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- \*Attend seminars on job search strategies and related topics.
- \*Attend campus job fairs and company informational sessions.
- \*Work with career center staff to develop your resume and job search strategy.

# NON IMMIGRANT VISA BUSINESS CHART

VISA CATEGORY	DESCRIPTION	DURATION OF STAY	CRITERIA/SPECIAL RULES
<b>F-1 Student Employees.</b> Apply to Foreign Student Advisor (DSO).	4 programs: on-campus; work/study coop education; economic hardship; Optional Practical Training, pre- and post-graduation.	During <b>full time study</b> plus up to <b>12 months</b> of post-graduation Optional Practical Training (OPT).	No work until completed one year of study. Can work full-time during vacation and summer in OPT, but may reduce 12 months post-graduation OPT.
<b>H-1B Specialty Occupation Workers.</b> Petition CIS in U.S.	Employee has at least a bachelor's degree or equivalent; working in a job requiring a degree. May work part time or multiple concurrent employers.	<b>3 years</b> with 3 year extension for total of <b>6 years</b> . Under special circumstances can extend beyond 6 yrs.	Employee must have 4 year college degree or equivalent. Must pay prevailing wage. Must post job notice and file Labor Condition Application. Cap on number of H-1Bs per yr. University jobs exemptions from cap.
<b>H-2A, H-2B and H-3 Temporary workers and trainees.</b> Petition CIS in U.S.	Short-term skilled/unskilled workers for temporary positions or training. May be part-time position.	H-2A/2B: up to <b>1 year</b> , generally renewable for up to 3 years. H-3 Trainee: <b>18-24 months</b> .	H-2A/B: Temporary "special needs" positions in agriculture or business. Labor Certification required. Must pay 95% of prevailing wage. H-3: Detailed written training curriculum. Limited productive employment allowed only if incidental to training.
<b>J-1 Exchange Visitor/Trainee or Student.</b> Apply with Department of State (DOS) or J-1 sponsor.	Business trainees, medical graduates, students, researchers, teachers in program approved by DOS	Business/Industrial trainees: <b>18 months</b> . Students: For duration of studies, up to <b>6 years</b> . Scholars: 3 years with up to <b>6 months</b> extension for good cause.	(Business Trainees). Can engage in productive employment under bona fide training program; college degree not required for J-1; can adjust to permanent residence/change status to other nonimmigrant category; may have to return abroad for 2 years after training, but can obtain waiver of 2 year foreign residency requirement.  (Student). 18 months of academic training after graduation, if related to studies. 36 months if Ph.D.  J-2 spouse/children can be employed.
<b>L-1A Executive/Manager.</b> Intra-Company Transferee. Petition filed with CIS in U.S.	Alien transferring from abroad to work as executive or manager. Can manage essential function without directly supervising others. Need not be college graduate or professional. May work part time in U.S.	New office L-1A: <b>1 year</b> , three 2 year extensions to maximum of <b>7 years</b> . Existing office L-1A: <b>3 years</b> , two 2 year extensions to maximum of <b>7 years</b> .	1 year of employment with affiliate, branch, subsidiary or parent corporation of U.S. employer within 3 years prior to entry. Salary can be from abroad or U.S. source. Blanket petition rules reduce employment abroad to 6 months.  Spouse can apply for work authorization in U.S.
<b>L-1B Specialized Knowledge Intra-Company Transferees.</b>	Alien transferring from company abroad with specialized knowledge of company, products or processes. Need not be college graduate or professional.	New office L-1B: <b>1 year</b> . Two 2 year extensions up to maximum <b>5 years</b> . Existing office L-1B: <b>3 years</b> , one 2 year extension up to maximum <b>5 years</b> .	Same as L-1A.  Spouse can apply for work authorization in U.S.
<b>TN (Treaty NAFTA Visa).</b> Canadians and Mexicans only.	Management consultants, scientific and medical technologists, computer systems analysts and other professionals.	<b>1 year</b> with unlimited renewals/extensions.	Self employment generally not permitted. Obtain TN at border from CIS. 3 year Canadian degree = U.S. bachelors degree.
<b>O Visa – Outstanding Ability.</b> Apply to CIS in U.S.	Outstanding ability in arts, athletics, science, business. Available to athletes, researchers, university faculty, renowned artists, outstanding business people.	<b>3 year</b> or duration of event; can extend for additional events.	Must show recognition and renown through at least 3 of following: Prizes/awards; membership in prestigious societies; review of work of others; contributions of significance to field; significant publications; high salary; published material about alien; employment in critical capacity.

**Notice: This chart is a summary only and does not contain all technical information related to these visas. For further information, please contact the McCandlish Holton Immigration Practice Group at 804-775-3814. Their mailing address is 1111 E. Main Street, Suite 1500, Richmond, Virginia 23219. Chart used with permission from McCandlish Holton Immigration Practice Group.**