

International Students- Applying for On-Campus Employment

**Please Note: on campus jobs are limited and not guaranteed. The Career Development Center does not place students in on-campus jobs. All students apply through the process outlined below.*

Hiring departments review applications and reach out only to candidates whose application materials most closely fit the job requirements. Therefore, you must prepare your resume and cover letter prior to applying and only apply to positions that match your qualifications.

To best prepare your application materials and apply online to on-campus employment, follow these steps:

1. Write a U.S. Resume & Cover Letter

Using the attached ***Resume Guide (link)***, follow the steps and samples to create your resume according to U.S. industry accepted standards. *This is very important!*

Some Key Resume pointers:

- Resume should be 1-2 pages maximum
- No photos
- Do not include address, Social Security number, or Student ID number

For more information see Writing a [U.S. Resume](#) and [US Cover Letter](#).

2. Complete your profile in [ChargerLink](#),

ChargerLink is the University's Career Portal for students and employers. Your Profile can be viewed by potential employers. The more information you provide, the better you will match to jobs and employers. This portal will also help you when searching for internships (CPT) and jobs (OPT).

3. Upload Your Resume In [ChargerLink](#):

To complete your profile, don't forget to upload your U.S. style resume. If you need additional assistance with your resume, click "***Submit a Document for CDC Review***" to get help from the Career Development Center staff or request an appointment.

4. Click the ***Find Jobs***

In ***ChargerLink***, click *Find Jobs*, filter by Position Type > On Campus Jobs.

To Apply, please follow the application instructions carefully! Some departments prefer emailing resumes, others have different application instructions. Read carefully and follow instructions!

Remember: Your cover letter and resume must reflect the position you are applying for.

5. Complete the necessary paperwork with the Student Employment Office

Once hired, F-1/J-1 students hired for an on-campus position must complete the necessary hiring paperwork with the University of New Haven's **Student Employment Office (SEO)** prior to beginning work. If you do not yet have a Social Security Number (SSN), the SEO will assist with acquiring a Social Security Number. For instructions on how to apply for SSN on your own, please review the information on the [UIS MyCharger](#) page.

*The Career Development Center is happy to assist you in this process. Use **ChargerLink** to get your resume reviewed or [request an appointment](#) with one of our trained professionals.*