



# Finding your dream job: Tips for rebuilding your career in the U.S.

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# Today's Agenda (45 minutes)

- Welcome!
- Overview of job readiness tips (30 minutes)
- UpGlo's resources for Ukrainian newcomers (10 minutes)
- Q&A (25 minutes)

# WHO WE ARE?

Upwardly Global is the first and longest-serving national organization that helps immigrant professionals restart their careers and bring their skills and perspectives into the American workforce.

Upwardly Global's mission is to eliminate employment barriers for immigrant and refugee professionals, and advance the inclusion of their skills into the U.S. economy.

## Barriers & Challenges

Foreign-born job seekers face barriers throughout the entire job search process



Job Search  
Strategy Support  
Needed



Lack Of Licenses &  
Certifications



English Language  
Proficiency



Gaps In Resume



Lack Of Professional  
Networks



Stuck In  
Survival  
Jobs



Employer Bias

Unconscious bias; affinity bias; American exceptionalism; unspoken cultural norms; work-authorization confusion

# UKRAINIAN RESPONSE 2022



A Resource for Skilled Immigrants.  
An Opportunity for America.

138

The number of Ukrainian professionals we accepted into our program in 2022

104

Of our new Ukrainian job seekers are female

\$59k+

Average salary for UpGlo's Ukrainian job seekers placed in professional roles in 2022

# JOB READINESS TIPS

**Important things to focus on your job search in the United States:**

1. Resume and cover letter
2. Targeted job search
3. Networking
4. Interview skills
5. Awareness of the US workplace culture

# A STRONG RESUME

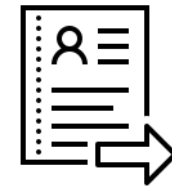
- A **foundation resume** is the key for job applications in the United States
- Your foundation resume will include your:
  - Full Name
  - Contact information
  - Professional Summary
  - Key Skills
  - Professional Experience
  - Education
  - Any other experience (survival jobs, volunteer work)
  - Professional Development (certifications/licenses)
- Resume formatting:
  - use consistent font size, type and overall formatting
  - no tables or text boxes
  - no punctuation at the end of bullet points
  - spell check with U.S. English

## Your resume should not include your:

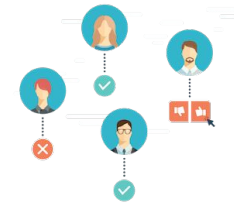
- Photo
- Date of Birth
- Marital Status
- Other personal information

## Resume Customization

**Customized resume** is a resume written for a specific job posting



Ensures the qualifications and experience in the job description also appear in your resume



Customizing your resume can help you pass through **Applicant Tracking Systems (ATS)**



It shows the recruiter or hiring manager that you are a close match for the job description



Customizing doesn't mean you have to invent words/information

**[RESUME SAMPLE](#)**

# How can I customize my resume?

## 1 - Read the job description

Don't only look at the qualifications. Read the Position Summary, Responsibilities, Requirements and Preferred Skills

## 2 - Your title and professional summary

Customize your title and Professional Summary to match the job title and qualifications

## 3 - Keywords

Match keywords on your resume to keywords in the job description. You can use online tools like [word cloud generators](#) to identify keywords.

## 4 - Highlight what is relevant

Display your key skills that are most relevant to the job duties and requirements. Remove irrelevant experience.

# Targeted Job Search

## Know your strengths & interests

Think about your **strengths and professional + personal interest** when deciding what jobs and industries you are interested in working

## Apply directly to companies

When you find a job posting you like, go to the **company's website** and apply directly through the website, make sure to **read about the company** you are applying for

## Quality over quantity

**Apply at least 3-5 jobs each week that:**

- are no more than two weeks old
- you are at least an 80% match for are
- in your priority industry

## Track your applications

Create a system that works for you where you track your applications and progress

Keep a record of the company name, title, job description, when you applied and the customized resume used

**Networking** is very important in the United States as 80% of all jobs filled through direct referral and networking is the key to get that referral.

## How to network in the United States:

- Use online tools like **LinkedIn, Lunchclub, MeetUp**
- Attend virtual/in-person professional networking/hiring events
- Search for professional groups/associations in your local area
- Request informational interviews with companies or organizations you are interested in

## How to utilize LinkedIn for networking:

- Have an up-to-date LinkedIn profile (including your profile picture and professional summary)
- Search companies you're interested in and "follow" them on LinkedIn
- Review similar companies and see your 1st and 2nd-degree connections at those companies
- Send a message to introduce yourself

# Your networking message

- Use a professional language
- Be short, polite and confident
- Provide some information about yourself
- Make an ask/provide intention

## Elevator Pitch

An elevator pitch answers to the following questions, in no more than two sentences each:

- Who am I?
- What do I do?
- How/Why do I do it?
- What do I want?

## Connection Message

Dear [name],

I'm [name] and I'm a [field] professional, recently moved to the U.S. from [country].

I saw your [profile/post/article/presentation] on [topic], and found it [very informative/brilliant]. I'd like to connect to learn more about your current projects.

Thank you!

[Name]

## Thank You Message

Hello [name],

Thank you so much for our earlier conversation. It was such a pleasure to learn more about [topics you talked about], and in particular about [a certain specific thing you discussed more in depth].

I look forward to remaining in touch, and I wish you a great week ahead!

Kindly,

[Name]

# Interviewing in the US

## Before the interview



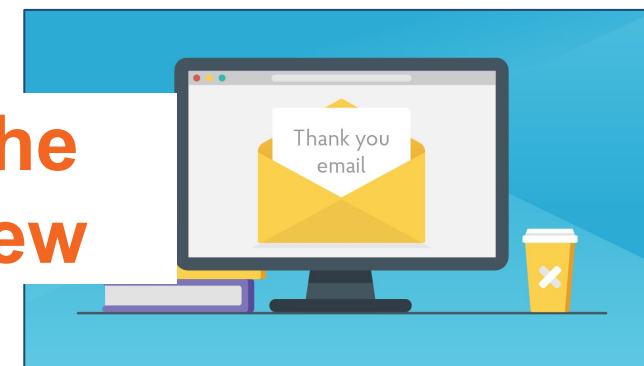
- Review the job description and reflect on your professional background
- Write down ideas for how you will answer common interview questions
- Practice yourself and with others
- Find a way to calm your nerves
- Prepare a list of questions to ask

## During the interview



- Arrive early and prepared
- Greet and thank the interviewer
- Listen carefully and ask for clarification when needed
- Answer the exact question your interviewer is asking
- Provide specific examples from your past work
- Keep your answers between 1-2 minutes long
- Ask 2-3 questions; ask about the next steps
- Body language: eye contact, posture, positive and professional

## After the interview



- Send a thank you email within 24 hours
- Personalize your thank you note and reiterate why you are a great fit for the role and company
- Send a follow up email if they don't respond within the time frame they provided (about 1 week later)

# Common Interview Questions

## **1 - Tell me about yourself**

Use the job description to prepare. Be relevant. Short and engaging. Don't repeat your resume. Add some enthusiasm and personality.

## **2 - Why are you interested in the role/company?**

Read about the company beforehand and decide what you like about them. Tell why this role fits your career and why you would be a good fit.

## **3 - What is your greatest weakness?**

Pick a weakness in an area that isn't essential to the role. Show your self-reflection and self-awareness. Share an example and how you are working on improving and growing in this area.

## **4 - Behavioral Questions (Tell me about a time when...)**

Assess how the interviewee acted in specific employment-related situations. Provide real examples from your past experience.  
**Problem or Project (P), Action (A), Result (R)**

# The US workplace culture

## **Professional Communication**

Direct - clear and concise communication style in emails, in-person/virtual or phone conversations. Be mindful of contacting colleagues outside of business hours.

## **Respecting people's time**

It is considered impolite to be late or not show up to a scheduled meeting. If you are running late or will not be able to make it, communicate **ahead of time** and ask for a reschedule.

## **Showing instead of telling**

Okay to talk about your unique individual contributions and successes about a relevant work. Stay result oriented and show with numbers.

## **Avoid personal/political comments or jokes**

Making personal comments about someone's appearance/manners is NOT okay. Friendly emails to thank colleagues, suggest lunch, etc. are okay but sending around jokes or political comments is not acceptable.

## **Awareness of different gender identities and expressions**

It is very common to work in a company with people of diverse gender identities and sexual orientations.

# The US workplace culture

## **Addressing your coworkers**

At first contact, whether in person or in writing, you often use Mr., Mrs., Ms., or Mx. It is very common in American work culture to use the first name to refer to each other after that.

## **Dress code**

It is okay to ask about dress code if you are not sure. Depending on your company industry the expectation can be formal business attire (suit & tie), business casual (dress pants & a nice shirt/blouse) or casual.

## **Adapting to your company's culture**

Every company/organization is different. Depending on where you work, the workplace culture can be different. Be open to adapt, ask questions if you are unsure.

## **Sexual Harassment Prevention Training**

Taking sexual harassment training is mandatory in most companies in the US.

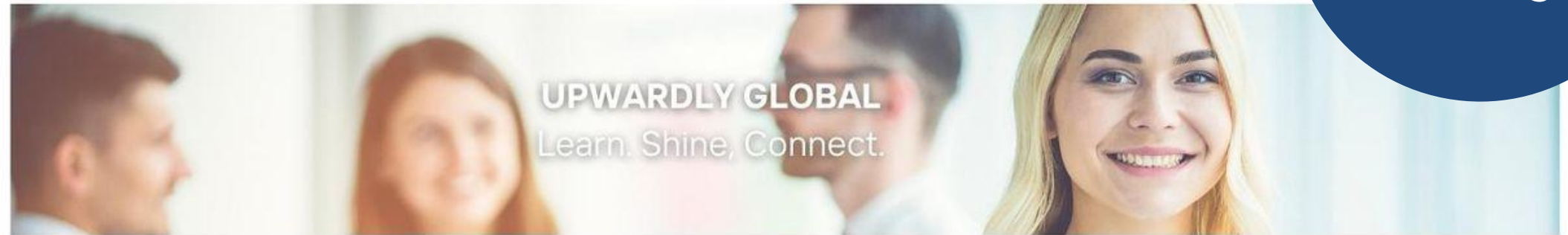
# UKRAINIAN RESPONSE PORTAL

FREE AND  
OPEN TO  
PUBLIC

- All of our programming is **FREE** and **VIRTUAL** for job seekers
- Open to Ukrainian newcomers in all 50 states
- New resume-building tool!
- Free access to Coursera and other trainings!



Home    Need a job search coach?



Feeling overwhelmed about finding a job? You're not alone. Upwardly Global has helped thousands of immigrants and refugees like you to start their careers in the U.S.



Like what you see? Want to learn more? Find out if you qualify for Upwardly Global's full Career Services Program.

[CLICK HERE](#)

# JOB COACHING PROGRAM:

## ELIGIBILITY



**Humanitarian/  
immigrant visa**

With EAD,  
refugees, asylees,  
SIVs, and  
Parolees



**BA+ from  
home country**

If in IT fields, 2  
years of college  
or more



**0-7 years  
in the U.S.**



**No need for  
professional  
experience in  
US**



**Intermediate  
English**

A 40/100 or  
more on our  
assessment



## APPLY

<https://www.upwardlyglobal.org/for-ukrainians/js/>



# PROGRAM HIGHLIGHTS



**Resume  
Development**



**Job Search  
Strategies**



**Licensing and  
certification**



**Professional  
networking**



**Interview  
preparation**



**Industry-  
specific  
opportunities**

# FREE TECHNICAL TRAINING AND SCHOLARSHIP OPPORTUNITIES



# LEARN MORE & CONTACT

VISIT OUR WEBSITE:

<https://www.upwardlyglobal.org/for-ukrainians/js/>

QUESTIONS:

[beyza@upwardlyglobal.org](mailto:beyza@upwardlyglobal.org)



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Questions?