



Tips  
for  
finding an internship  
in  
the US

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## **A. WHERE TO START ?**

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The search for an internship in the U.S. can be a tedious procedure, but well worth it. This is true not only of the valuable experience you will gain through working in the U.S., but also of the

language skills you will obtain. In the beginning, however, you might not know how to go about turning your plans into reality. The following section is designed to help you get started.

### **1. FINDING CONTACT ADDRESSES**

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- Use this brochure with its helpful list of websites and publications. Visit CIEE's website at [www.ciee-trainee.net](http://www.ciee-trainee.net) to get more useful infos.
- Call or write to the subsidiaries of North American firms in Germany and to German firms with subsidiaries in North America to receive contact names in America.
- Addresses may also be obtained through:
  - HWWA Institute in Hamburg with its database, archives and library
  - German-American Chambers of Commerce
- The Deutsch-Amerikanische Institutes are another valuable source of information.
- Visit the Praktikantenamt and the Akademisches Auslandsamt at your university, ask professors in your department for personal contacts.
- Contact institutes and non-profit organizations which may have contacts with organizations in the USA.
- Use our bibliography at the end of this publication to find books and websites which list internship opportunities in the USA.
- Take advantage of all personal contacts (i.e. parents, friends, relatives, acquaintances) who might provide leads to internship opportunities
- Use social networks (like xing, facebook etc.)
- Get in contact with your hometown's sister city.

## **B COVER LETTER AND RESUMÉ: THE KEY TO A SUCCESSFUL INTERNSHIP SEARCH**

### **2. GENERAL CONSIDERATIONS**

With so many different types of internships possible, there is no single application format, cover letter or resumé template that works for everyone. There are, however, generally accepted ways to arrange the information in the best light.

a) Accuracy and details are essential. Double check dates, names, etc. Using spell check is a good starting point, but do not rely on it. Reading your drafts backwards can also help to identify typographical errors. Punctuation and style are important as well. Use simple terms

instead of complex expressions. Definitely ask native speakers to proofread your application. Be aware of the differences between American and British English.

b) Make your application comfortable to read. Use normal margins. Avoid unusual or exotic font styles; use simple fonts with a professional look.

c) Send the resumé and cover letter in one envelope; use the same plain high-quality paper for both.

### 3. COVER LETTER

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A good cover letter (Anschreiben) is an important part of your application, as it introduces and supports your resumé. You should write a concise and informative letter, which should be professional in appearance and **no more than one page in length**. Do not rewrite your resumé. A busy host company wants the important facts in as few (but brilliant!) words as possible.

- Always address the cover letter to a specific individual within the target company. If you have not had personal contacts so far, try to find out who is in charge! This effort is worthwhile; some companies do not even take a glance at cover letters addressed to the company in general. At the very least it should be addressed to the Human Resources Department.
- State briefly who you are and why you want to do an internship in the U.S.. Specify to the addressed host company what your special interests are, and any important skills that qualify you for the internship for which you are applying. (Do not rewrite your resumé!)
- Describe the type of internship for which you are looking. Name a department (i.e. marketing) or a project (i.e. re-designing the company's website) that actually exists at the company. Should you be seeking to complete a compulsory internship, explain how this internship will meet your university's requirements.
- Tell the host company what you can contribute to a company, not only what the company can do to further your career dreams! Give specific examples of how the company benefits from your skills. Let them know that you are well-prepared and you know details about the company.
- State the desired dates of internship. Your application will become more attractive the longer you can stay and the more flexible your dates are.

- If you are willing to do an internship without pay, you should make this clear in your cover letter. With the exception of social service agencies and (inter-) governmental organizations, most internships offer some sort of remuneration. Therefore, it is generally inappropriate to make salary demands in the cover letter. Such points can be discussed during telephone interviews or in later letters.
- Write it in the best English possible! Avoid overusing „I“ and other personal pronouns. Be positive, nice and clear. Use the active voice instead of the passive. Use action verbs and concrete nouns, such as:

<p><b>action verbs</b> achieve coordinate create develop evaluate                  establish implement increase interpret improve launch                  maintain participate perform solve translate  <b>concrete nouns</b> ability capacity competence                  effectiveness proficiency qualification resources versatility</p>
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- Write small paragraphs (fewer than 6 or 7 lines) and restrict your letter to about 200 words.
- Inform the host company that you will arrange your own visa as well as health and accident insurance through CIEE. This is crucial and should be included in every resumé you send to the U.S.
- Conclude the letter with a phrase such as “If you are interested in my qualifications, please contact me...”. However, proactive cover letters, in which the internship-seeker asks for an interview and promises to follow up with a phone call, are far more effective.
- If you do not receive a response from host companies you wrote to, do not hesitate to contact them again. This will show your strong interest in the company. There are some companies that do not consider applications until they receive some kind of reinforcement such as a phone call and a follow-up letter. In the U.S. you need to be a bit aggressive in order to get somewhere. After all, “the squeaky wheel gets the grease”!

## 4. RESUMÉ

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The North American resumé is rather different from the German Lebenslauf (or from the British Curriculum Vitae). For example, personal data such as age, place of birth, parents, and marital status are not only considered unimportant, but due to U.S. anti-discrimination laws, are also undesirable. Rather, emphasis on specific skills learned through work, education and your involvement in extracurricular activities is more desirable. The resumé should be **no longer than one page in length**.

Two basic formats can be distinguished to structure resúmes:

- Chronological Resumé
- Functional Resumé

The **chronological resumé** emphasizes work experience (presented in reverse chronological order, i.e. it starts with the most recent job). Potential host companies prefer this type because they easily see how the applicant has progressed and gathered experience. Although this type of resumé is very commonly used, it can highlight your lack of experience and might not be advantageous.

The **functional resumé** focuses on personal accomplishments and on organizational and interpersonal skills (including educational experience). Those students who do not have much practical experience might find this type of resumé particularly helpful. However, host companies could be put off by the functional resumé if it is used to cover inexperience or major gaps in the applicant's work history.

Therefore a blending of both resumé formats has recently become more popular. The so called combination resumé is a functional resumé with a list of your work history including job position and dates of work. This emphasizes your achievements and skills, while simultaneously showing how these skills are applied practically.

Keep in mind to always choose the resumé format which best highlights your strengths. Often it is the combination resumé that suits German students best.

### **There are some aspects in resumé writing that can be applied to all resumé formats:**

- **Important Personal Information**

Current (campus) and forwarding (home) addresses

- **Internship Objective**

The internship objective serves as a subject line for your resumé to summarize your internship goals. You may want to state your particular interest in a given field, e.g. marketing techniques in a certain division. If you do not want to be that specific, you may just write "internship in ...(your field of study)".

- **Education**

List the names of the institutions and the dates of instruction. Always start with the most recent date. This is a common practice in the U.S. It is sometimes difficult to translate the German institutional names and professional terms.

For example: University of Applied Science, is used for Fachhochschulen, Polytechnical School for Höhere Handelsschule (Business School is not an adequate term here), and apprenticeship for Lehre/Ausbildung. You need to check the correct translations and definitions in a comprehensive dictionary (preferably related to your field of study) and double-check them with a native speaker.

Put your education at the top of your resumé and mention relevant courses. Graduates should not include their high school degree.

- **Work Experience**

Make sure to include the work experiences most closely related to the job you seek. However, other job experiences are important as well.

- **Other Skills**

List languages and to what extent you speak, read, write and understand them. Mention computer knowledge (in detail, depending on the job) and any other skills that could be important.

- **Volunteering / Extracurricular Activities**

If you are actively involved with a group / club, be sure to mention it. Remember, skills can be acquired anywhere: at school, sport clubs, the university, organizations, etc.

- **Hobbies**

List your hobbies, etc. only if they are related to the job for which you are applying. They can be left out if you need space for more important information. On the other hand, if any hobby illustrates a valuable personal feature of yours, include it.

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## 4.1 Chronological Resumé

It is important to emphasize work experience. Many North American students take part-time or summer jobs in the field that they are studying, so they can get practical experience and make themselves more marketable when they graduate. There is no rigid structure as to how to organize the resumé. The important information which has to be included is described above. There should be a clear focus on work history.

- **Work History**

Dates of employment: start with your last employer. When giving dates, it is sufficient to state 2000-2002 or January - April 2002 (always spell out or abbreviate the month; do not write 11/02 but November or Nov. 2002).

Name of the company / organization, city. Do not include address, telephone number or the name of your supervisor.

Job title: if you had none, invent one which defines in one or two words what your position was. Give a brief description of what you did and how you contributed to the job. List the responsibilities you held, tasks performed, skills obtained and projects accomplished. A focused statement is very recommendable.

<p><b>Helpful phrases:</b> conduct needs analysis, design course documents, consult with customers, facilitate problem-solving, implement solutions, revise staff training, analyze evaluation data</p>
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## 4.2 Functional Resumé

As mentioned previously, students with less practical experience as well as students with work experiences not relating to the internship available might choose the functional resumé. The advantage of this resumé is its emphasis on (transferable and flexible) skills that have been developed and used in other settings.

### **Experience and Skills**

- Reflect on what you have done during your education and/or training (i.e. research, editing, counseling, organizing).

- Formulate a sentence that tells the reader **WHAT** you did and your **LEVEL** of responsibility
- Describe what you learned during your work experiences. The purpose of a functional resumé is to tell the potential host company what you can do.
- Describe your computer knowledge, including software, languages and operating systems

### **REMINDER**

Host Companies become interested in you because of what you can offer the company. Your value is demonstrated by what you have done as much as by what you can do. Eliminate things that do not focus on your potential value. Above all, remember that your resumé is a demonstration of your ability to handle written communication. Put as much care and attention into it as you would for a one-page advertisement for a fine product.

So far this chapter has introduced resumé formats used for regular mailed applications. More and more applicants choose the following formats:

- scannable resumé
- e-resumé (plain text resumé)

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## **4.3 Scannable Resumé**

Some companies prefer scannable resúmes so that they can file the applicants' resúmes on computer. Following are format guidelines to guarantee that the layout is still readable after scanning:

- Most importantly ensure that letters are not touching each other.
- Select a common simple font (such as Arial) with size between 10 and 14 points.

- **Bold**, italics and underlining are acceptable, as long as the letters do not touch.
- Use only round solid bullets. Avoid columns.
- Leave a space between slashes.
- Do not use specific or foreign characters (& % § ß é).
- Use white paper.
- Do not fold your resumé to put it into an envelope.

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## **4.4 e-Resumé (Plain Text Resumé)**

Emailing is a quick way to contact companies. Sometimes applicants are even invited to send their resúmes via email. You can send it as an attachment or in the body of the email.

If you send your resumé per email, be sure to send it as Word Document (.doc), Text Format (.txt) and Rich Text Format (.rtf). This increases the chances for the recipient to have the according software to open any of them. However, cautious recipients may not want to open attachments in fear of viruses.

If you send your resumé in the email body, it is important to convert your resumé into a plain text. Note that plain text format is very basic. Many features are not compatible.

- The longest line, including spaces should not exceed 65 characters.
- Avoid bold, italics and underlining as well as bullets, TABs etc.
- Use asterisks (\*), plus symbols (+), dashes (-) or / and CAPITAL letters instead.
- Be creative by using alternative characters that have a similar layouting effect.
- Make sure the most important information is in the top third of the document.
- Send an e-resumé to your own email address to check whether it is properly readable.



We hope that this information will help you to write a professional American-style cover letter and resumé. For most of you, the cover letter will probably be simple, whereas the resumé may prove to be a challenge. Don't be discouraged if you find resumé writing a time-consuming task. It will be worth it!

Do not feel obliged to follow the sample letter and resumé in our brochure (page 18 and 19) too closely, rather formulate the resumé according

to YOUR special skills. Be creative and allow the format you choose to say something about yourself. On the web for example, you may even find resúmes as personal homepages in HTML. Always keep in mind that there are no strict rules for writing a resumé, just helpful guidelines which emerged from commonly used formats in North America.

## **5. FOLLOW-UP**

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To stress your strong interest in a company, don't hesitate to write a follow up letter or e-mail, and/or call them after three or four weeks have passed.

### **5.1 FOLLOW-UP LETTER**

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A follow up letter should include:

- A reference to the cover letter and resumé you sent and the date sent (“Did you receive...?”).
- The internship objective contained in the cover letter.
- An additional enthusiastic phrase about the company or your interest about the job.
- A kind phrase saying you would be willing to supply additional information or references.
- An indication to call at a specific day/time.
- A „Thank you“ and „Good bye“.

### **5.2 PHONE INTERVIEW**

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Most companies like to talk to you on the phone before offering a definite job. You should be prepared to answer some questions, which, regardless of how they are worded, are meant to elicit information about your qualifications and how you, as a job applicant, fit the organizational set-up of the company. Furthermore, they are aimed to get to know some things about you and your attitude. The one question that invariably starts off the interview is the

#### **Tell me about yourself - question.**

An appropriate reply would briefly touch upon:

- your capabilities and strengths
- why you want to do an internship at the company

- what you can contribute to the company based on your personal motivation and experience
- Try to be as natural as possible, e.g., “I'm a student of ... and I am interested in an internship because ... .”

Other standard questions are:

- How well acquainted are you with the products and services of our company?
- What salary are you looking for?
- Do you have any references to verify your credentials?
- As you are a recent graduate with limited work experience, why should we hire you?

- Would you recommend your last place of employment to others?
- We all have our biases and hang-ups. What are some of yours?
- Your resumé says ... Can you explain in more detail? (be prepared for every single item!)
- This position calls for considerable team work. How do you work in a team?

Off the beaten path-questions are:

- Do you have any misgivings about working in a department headed by a female executive?
- Can you name the last two United States Presidents?
- How do you feel about our company's dress code?

The best way to prepare for a phone interview is role playing. Formulating answers prior to the phone call should keep you from getting too nervous and allow you to answer all of the questions during the interview with grace and enthusiasm. Practice your English by reading and talking to friends in English.

## **C. WICHTIGE ADRESSEN UND INFORMATIONSQUELLEN**

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### **6. DEUTSCH -AMERIKANISCHE INSTITUTE**

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Die Deutsch-Amerikanischen Institute (DAI) fördern den bi-nationalen Austausch durch Vorträge, Seminare, Ausstellungen u.v.m. Meistens führen sie eine Präsenzbibliothek. Unterstützung erhalten sie von den jeweiligen Bundesländern.

#### **DAI Heidelberg**

Sofienstr. 12, 69115 Heidelberg  
 Tel: 06221 - 60730, Fax: 06221 - 184925  
[www.dai-heidelberg.de](http://www.dai-heidelberg.de)  
[naficy@dai-heidelberg.de](mailto:naficy@dai-heidelberg.de)

#### **DAI Nürnberg**

Gleissbühlstr. 13, 90402 Nürnberg  
 Tel: 0911 - 23069-0, Fax: 0911 - 2306923  
[www.dai-nuernberg.de](http://www.dai-nuernberg.de)  
[DAIAmerikahausNBG@compuserve.com](mailto:DAIAmerikahausNBG@compuserve.com)

#### **DAI Tübingen**

Karlstr. 3, 72072 Tübingen  
 Tel: 07071 - 34071, Fax: 07071 - 31873  
[www.dai-tuebingen.de](http://www.dai-tuebingen.de)  
[mail@dai-tuebingen.de](mailto:mail@dai-tuebingen.de)

#### **DAI Saarbrücken**

Talstr. 14, 66119 Saarbrücken  
 Tel: 0681 - 31160, Fax: 0681 - 372624  
[www.dai-sb.de](http://www.dai-sb.de)  
[info@dai-sb.de](mailto:info@dai-sb.de)

#### **Kennedy Infozentrum**

Amerika-Gesellschaft Schleswig-Holstein  
 Olshausenstr. 10, 24118 Kiel  
 Tel.: 0431 - 586999-3, Fax: 0431 - 586999-5  
[www.amerika-gesellschaft.de](http://www.amerika-gesellschaft.de)  
[info@amerika-gesellschaft.de](mailto:info@amerika-gesellschaft.de)

#### **Amerikazentrum Hamburg**

Am Sandtorkai 5, 20457 Hamburg  
 Tel: 040 - 70383698  
[www.amerikazentrum.de](http://www.amerikazentrum.de)

#### **Deutsch-Amerikan. Institut, Carl-Schurz-Haus**

Eisenbahnstr. 58-62, 79098 Freiburg  
 Tel: 0761 - 556527-0, Fax: 0761 - 556527-22  
[www.carl-schurz-haus.de](http://www.carl-schurz-haus.de)  
[programm@carl-schurz-haus.de](mailto:programm@carl-schurz-haus.de)

#### **Deutsch-Amerikanisches Zentrum**

J.-F.-Byrnes-Institut  
 Charlottenplatz 17, 70173 Stuttgart  
 Tel: 0711 - 22818-0, Fax: 0711 - 2281840  
[www.daz.org](http://www.daz.org)  
[info@daz.org](mailto:info@daz.org)

**Bayerisch-Amerikanisches Zentrum**

Amerika Haus München  
Karolinenplatz 3, 80333 München  
Tel: 089 – 5525370  
Fax: 089 – 553578  
www.amerikahaus.de  
baz@amerikahaus.de

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**7. KONTAKTADRESSE DER „CONSULAR SECTIONS“ DER BOTSCHAFT  
DER VEREINIGTEN STAATEN**

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Konsularabteilungen der amerikanischen Botschaft

**Berlin**

Clayallee 170  
**14195 Berlin**

**Frankfurt**

Giessener Str. 30  
**60435 Frankfurt/Main**

**München**

Königinstr. 5  
**80539 München**

Internet: [www.us-embassy.de](http://www.us-embassy.de)

**VISA-Infoline:**

Hotline:	032-221093243	08:00 – 20:00 Uhr (Mo-Fri)
Informationsdienst “Education USA”	030-31800899	(Di-Do: 14:00 – 17:00 Uhr)

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## 8. CHAMBERS OF COMMERCE

Bei den Chambers of Commerce, die die Deutsche Industrie- und Handelskammer repräsentieren, können Adressen von Firmen erfragt werden, die Zweigstellen oder Partnerfirmen in den USA bzw. Kanada haben.

### German American Chambers of Commerce in the USA (GACC)

#### GACC Inc. **New York**

40 West, 57th Street, 31st Floor  
New York, NY 10019-4092  
Tel: 001 - 212 - 974 8830  
Fax: 001 - 212 - 974 8867  
info@gaccny.com  
www.gaccny.com

#### GACC of the Southern US, Inc., **Atlanta**

3340 Peachtree Road NE, # 500  
Atlanta, GA 30326  
Tel: 001 - 404 - 239 9494  
Fax: 001 - 404 - 264 1761  
info@gaccsouth.com  
www.gaccsouth.com

#### GACC of the Midwest, **Chicago**

401 N. Michigan Ave., # 2525  
Chicago, IL 60611-4212  
Tel: 001 - 312 - 644 2662  
Fax: 001 - 312 - 644 0738  
gacom@techinter.com  
www.gacom.org

#### GACC of the Southern US, Inc., **Houston**

2400 Augusta Drive, # 280  
Houston, TX 77055  
Tel: 001 - 832 - 251 9832  
Fax: 001 - 832 - 251 8480  
gacchou@mindspring.com  
www.gaccsouth.com

#### GACC of the Western US, Inc., **Los Angeles**

5220 Pacific Concourse Drive, # 280  
Los Angeles, CA 90045  
Tel: 001 - 310 - 297 7979  
Fax: 001 - 310 - 297 7966  
gaccwest@earthlink.net  
www.gaccwest.org

#### GACC of the Western US, Inc., **San Francisco**

900 Front Street, # 300  
San Francisco, CA 94111  
Tel: 001 - 415 - 983 9565  
Fax: 001 - 415 - 983 9560  
gaccsf@aol.com  
www.gaccwest.org

#### GACC of the Western US, Inc., Washington Chapter **Seattle**

c/o WTC 2200 Alaskan Way, # 480  
Seattle, WA 98121  
Tel: 001 - 206 - 374 0244  
Fax: 001 - 206 - 728 9399  
gaccwa@gaccwa.org  
www.gaccwa.org

#### Representative of German Industry and Trade, **Washington D.C.**

16271 I Street, NW, # 550  
Washington D.C. 20006  
Tel: 001 - 202 - 659 4777  
Fax: 001 - 202 - 659 4779

## 9. ANDERE WICHTIGE ADRESSEN

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### **Koordinierungsstelle**

für die praktischen Studiensemester der  
**Fachhochschulen in Baden-Württemberg**  
 Postfach 2440, 76012 Karlsruhe  
 Tel: 0721 - 925 2820  
 Fax: 0721 - 925 2828  
 www.hs-karlsruhe.de  
 koor-praxis-bw@fh-karlsruhe.de

### **Akademisches Auslandsamt der FH München**

www.fh-muenchen.de (International Affairs)

**AIESEC** Deutsches Komitee der AIESEC e.V.  
 Student Exchange for Leadership Development  
 Subbelrather Straße 247, 50825 Köln  
 Tel: 0221 - 551 056  
 Fax: 0221 - 550 7676  
 www.aiesec.de  
 nc@de.aiesec.org

### **IAESTE**

IAESTE ist eine internationale Studenten-  
 organisation für Studierende der Ingenieur- und  
 Naturwissenschaften sowie der Land- und  
 Forstwirtschaft. IAESTE in Deutschland wird durch

den Deutschen Akademischen Austauschdienst  
 (DAAD) vertreten.  
 IAESTE, DAAD Ref. 411  
 Postfach 20 04 04, 53134 Bonn  
 Tel: 0228 - 882 231, Fax: 0228 - 882 550  
 iaeste@daad.de  
 www.iaeste.de

### **International Placement Center e.V. (IPC)**

Hochschulstr. 1, 64289 Darmstadt  
 Tel: 06151 - 16-5662, Fax: 06151 - 16-4488  
 info@ipc-darmstadt.de, www.ipc-darmstadt.de

### **ciip e.V. - Council on International Internship Placements**

c/o Fakultät Wirtschaftswissenschaften  
 Mommsenstr. 13, 01062 Dresden  
 Tel: 0351 - 463-5417, Fax: 0351 - 463-5417  
 mail@ciip.de  
 http://rcswww.urz.tu-dresden.de/~ciip/index-  
 d.html

### **Zentralstelle für Arbeitsvermittlung (ZAV)**

Villemombler Str. 76, 53123 Bonn  
 Tel: 0228 - 713-0, Fax: 0228 - 713-1111  
 www.arbeitsamt.de

### **HWWA - Institut für Wirtschaftsforschung**

Informationszentrum  
 Neuer Jungfernstieg 21, 20347 Hamburg  
 Tel: 040 - 42834-0, Fax: 040 - 42834-451  
 hwwa@hwwa.de

Die Nutzung der Präsenzbibliothek des HWWA ist  
 kostenlos und für jeden zugänglich. Auftrags-  
 rechen können gegen eine Gebühr bestellt  
 werden.

## **10. FINANZIELLE UNTERSTÜTZUNG**

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### **Förderung von Auslandspraktika mit BAFöG**

Wichtige Informationen zu den Förderungsbedingungen finden Sie im Internet:

**www.studentenwerk.de** - Infos für Studierende - Internationales - BaföG im Ausland

Beachten Sie, dass entsprechende Anträge in der Regel spätestens sechs Monate vor Beginn des Auslandsaufenthaltes gestellt werden müssen und

Zuständig für Aufenthalte in den USA ist:

Studentenwerk Hamburg  
 Amt für Ausbildungsförderung  
 Von-Melle-Park 2, 20146 Hamburg  
 Tel: 040 - 41 90 20  
 Fax: 040 - 41 90 21 00  
 www.studentenwerk-hamburg.de  
 bafog@studentenwerk.hamburg.de

### **Deutscher Akademischer Austauschdienst (DAAD) und IAESTE**

Beim DAAD kann bei Erfüllung bestimmter Voraussetzungen ein Fahrtkostenzuschuß beantragt werden. Die entsprechenden Antragsunterlagen gibt es beim DAAD. Sie müssen zwei Monate vor Praktikumsbeginn komplett ausgefüllt eingereicht werden (Ausschlussfrist). Bitte erkundigen Sie sich auch beim Akademischen Auslandsamt Ihrer Hochschule.

DAAD  
 Postfach 20 04 04, 53134 Bonn  
 Tel: 0228 - 882-0  
 Fax: 0228 - 882 444  
 postmaster@daad.de  
 www.daad.de

## **11. INTERNETRECHERCHE**

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### **a) Allgemeine Internetangebote zu den Themen "Jobs, Bewerbung und Bezahlung"**

- **CareerBuilder** (www.careerbuilder.com) Umfassendes Angebot mit einer Jobdatenbank
- **Online Career Center/The Monster Board** (www.occ.com oder www.monsterboard.com) Jobdatenbank und ein sehr gutes Verzeichnis von Jobvermittlern
- **Internet Job Source** (www.statejobs.com)  
Verzeichnis von über 200 „Fortune 500“-Firmen, die offene Stellen anbieten
- **Jobs USA** (www.usajobs.opm.gov)  
The U.S. Government's official site for jobs and employment information provided by the United States Office of Personnel Management.
- **Job Search Engine** (www.job-search-engine.com)

- **JobWeb** ([www.jobweb.com](http://www.jobweb.com)) Expertenbefragung möglich
- **Job Bank** ([www.jobbankusa.com](http://www.jobbankusa.com))
- **Marketing Jobs** ([www.marketingjobs.com](http://www.marketingjobs.com)) Speziell auf Marketing ausgerichtet

## **b) Internetseiten, die speziell Praktikumsplätze bereithalten**

- **TravelWorks/CIEE Praktikumsstellenbörse:** [www.praktikum-usa.org/usa/praktikumsstellen.php](http://www.praktikum-usa.org/usa/praktikumsstellen.php)  
[www.internationalinterns.com](http://www.internationalinterns.com)
- **Internship Programs** ([www.internshipprograms.com](http://www.internshipprograms.com); [www.internweb.com](http://www.internweb.com); [www.hotjobs.com](http://www.hotjobs.com);  
[www.careercity.com](http://www.careercity.com); [www.rsinternships.com](http://www.rsinternships.com); [www.nationjob.com](http://www.nationjob.com); [www.twc.com](http://www.twc.com))
- **Idealist** ([www.idealist.com](http://www.idealist.com))

## **c) Firmeninformationen**

- **Hoover`s Online** ([www.hoovers.com](http://www.hoovers.com))  
Detaillierte Informationen zu über 8000 Firmen, mit links zu deren Homepages. Sehr gute Datenbank
- **Thomas Register** ([www.thomasregister.com](http://www.thomasregister.com)) sehr gute Firmendatenbank
- **Companies Online** ([www.companiesonline.com](http://www.companiesonline.com))  
Angebot wie Hoover`s, nicht so detailliert, aber über 100.000 Firmen
- **Quintessential Career** ([www.quintcareers.com](http://www.quintcareers.com))  
75% der Recherchearbeit haben Sie hiermit getan. Ein gut geordneter Markt der Jobinformationen

## **d) Tipps zum Cover Letter and Resumé Writing**

- **The Riley Guide** ([www.rileyguide.com](http://www.rileyguide.com))
- **Rebecca Smith`s eResumés** ([www.eresumes.com](http://www.eresumes.com)) information about electronic resumé writing
- **My Job Search** ([www.myjobsearch.com](http://www.myjobsearch.com))  
Information about resumes, career planning – and a direct connection to the Fortune 500 companies
- **College Grad** ([www.collegegrad.com](http://www.collegegrad.com))
- **Dominican College** ([www.dominican.edu](http://www.dominican.edu)) clickÆ for students Æ career service Æ resumes  
Resumé Beispiele
- **Brandeis University** ([www.brandeis.edu](http://www.brandeis.edu))
- Hilfreiche Tipps unter search: Cover Letter oder resume eingeben
- **Coming to America** ([www.coming2america.com](http://www.coming2america.com)) Einige Tipps rund um USA und Karriere

## **e) Angebote auf deutschen Servern**

- **USABLE** ([www.usable.de](http://www.usable.de)) Vielfältige Informationen zum Thema USA.
- **Praktikum Service** ([www.praktikum-service.de](http://www.praktikum-service.de))
- Bewerbungstips und Praktika im Ausland. Interessante Zusammenfassung vieler Adressen und Links

## **f) Wissenswertes**

- **Information on Immigration and Naturalization** ([www.ins.gov](http://www.ins.gov))
- **Zollangelegenheiten** ([www.customs.gov](http://www.customs.gov))

- **Social Security Cards** ([www.ssa.gov](http://www.ssa.gov))
- **Legal – Illegal** ([www.legalresourcelinks.com](http://www.legalresourcelinks.com))
- **ADAC der USA** ([www.aaa.com](http://www.aaa.com))
- **Motorisiert in Amerika** ([www.driveaway.com](http://www.driveaway.com); [www.dmv.org](http://www.dmv.org))
- **Accommodations/Unterkünfte** ([www.hostels.com](http://www.hostels.com); [www.newyorkhabitat.com](http://www.newyorkhabitat.com); [www.villagevoice.com](http://www.villagevoice.com);  
[www.timeout.com](http://www.timeout.com); [www.1800roommates.com](http://www.1800roommates.com); [www.apartments.com](http://www.apartments.com), [www.craigslist.org](http://www.craigslist.org), [www.rent.net](http://www.rent.net))

### **g) Kataloge, Verzeichnisse etc.**

- **Suchmaschinen** ([www.yahoo.com](http://www.yahoo.com); [www.looksmart.com](http://www.looksmart.com); [www.altavista.com](http://www.altavista.com))
- **Britannica Internet Guide** ([www.ebig.com](http://www.ebig.com)) Ein kostenloser thematischer Internetführer. Klicken Sie auf die Sachgruppe Business & Economy, von da aus auf Employment and Work, dann auf Employment Opportunities.
- **110 Datenbanken** ([www.internet-datenbanken.de](http://www.internet-datenbanken.de))
- **LEO - Link Everything Online** (<http://dict.leo.org/>) Online Wörterbuch: Englisch-Deutsch, Deutsch-Englisch
- **The Language Center by Merriam-Webster** ([www.m-w.com](http://www.m-w.com)) Dictionary und Thesaurus des bekannten Verlages auf einer Seite

Die aufgeführten Websites und Links bieten eine Auswahl von Ansatzpunkten zur Recherche im Internet. Sie erhebt keinesfalls einen Anspruch auf Vollständigkeit. TravelWorks kann keine Gewähr für die Inhalte fremder Websites übernehmen.

## **12. PUBLIKATIONEN**

Viele der unten aufgeführten Publikationen, sowie andere Publikationen zu ähnlichen Themen sind z.B. in den Bibliotheken der Amerika Häuser zu finden. In der Regel können die Veröffentlichungen vor Ort eingesehen, nicht aber entliehen werden. Bitte erkundigen Sie sich stets nach der aktuellsten Ausgabe!

### **a) Zur allgemeinen Vorbereitung auf den Aufenthalt**

- Culture Shock USA, E. Wanning, 2009, ISBN: 0761455035
- Living and Working in the USA. A Survival Handbook., D. Hampshire, 2008 (7th ed.), ISBN: 1905303637
- Gebrauchsanweisung für Amerika, A. Sack, 2008, ISBN: 3492275737
- Streiflichter aus Amerika, B. Bryson, 2002, ISBN: 3442451248
- Mein Amerika – Dein Amerika, T. Buhrow, S. Stamer, 2004, ISBN: 3499622238
- Amerika. Ein Traum vom neuen Leben., W. von Lojewski, 2000, ISBN: 3453165128

### **b) Bewerben „auf amerikanisch“**

- The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation, A.D.
- Rosenberg / D. Hizer, 2008 (5th ed.), ISBN: 1598694596
- The Guide to Basic Cover Letter Writing, The Public Library Association, 2003 (2<sup>nd</sup> ed.), ISBN 0071405909
- The Adams Resume Almanac, R.L. Adams, Holbrook, 2005 (2<sup>nd</sup> ed.), ISBN: 1558503587
- The Adams Cover Letter Almanac, R.L. Adams, Holbrook, 2006 (2<sup>nd</sup> ed.), ISBN: 1593376006



- Getting a job in America, J. Roger, 2005 (8<sup>th</sup> ed.), ISBN: 1845280164
- 10 Schritte zu einer erfolgreichen Bewerbung in den USA, D. Giersberg, 1999, ISBN: 3933155029
- Bewerben und Arbeiten in den USA und Kanada, K. + D. Neuhaus, 2008 (4th ed.), ISBN: 3930627108
- Internet Resumes: Take the Net to Your Next Job!, P.D. Weddle, 1998, ISBN: 1570230943
- Resumes in Cyberspace (your complete guide to a computerized job search), P. Criscito, 2001 (2<sup>nd</sup> ed.), ISBN:0812099192

### **c) Praktikasuche**

- Arbeiten, Leben, Studieren in den USA: H.+ G. Spallek, 2000, ISBN: 3934407013
- Finding a Job in the United States, J.E. Friedenbergl / C.H. Cradley, 2001, ISBN: 0844266868
- Die besten Praktika in den USA. 2000/2001er Ausgabe., A. Mills/ A. Robinson, 1999, ISBN: 3933155061
- Job Hunting Online M. + R. Bolles, 2008 (5<sup>th</sup> ed.), ISBN: 1580088996
- The Vault Guide to Top Internships, C. C. Wise, 2004, ISBN: 1581312911

### **d) Weitere hilfreiche Nachschlagewerke, Branchenverzeichnisse**

- American Export Register, Thomas Register 2000, ISBN: 1887944524
- American Art Directory 2009, 2008 (63rd ed.), ISBN: 0872177556
- U.S. Firms in Germany, German American Chamber of Commerce Publication Services, most recent edition, ISBN: 0866400559
- American Subsidiaries of German Firms, German American Chamber of Commerce Publication Services, most recent edition, ISBN: 0866400702
- Editor and Publisher International Yearbook 2008 (the encyclopedia of the newspaper industry), 2000, ISBN: 999046700
- Hoover's Handbook of American Business 2008 (Profiles of major U.S. companies), ISBN: 1573110647 (handbooks also available about similar topics), www.hoovers.com
- Literary Market Place 2008 (The directory of the American book publishing industry with industry yellow pages), 2008, ISBN: 083524346X
- The Foundation Directory 2008 (Serial), 2008, ISBN: 0879548940
- Gale Directory of Publications and Broadcast, 2000 (134th ed.), ISBN: 0787634417
- The Official Museum Directory, 2008, ISBN: 1414421443
- National Five-Digit Zip Code and Post Office Directory 2008, US Government Printing Office, ISBN: 0160589630
- Deutsch-Amerikanische Geschäftsbeziehungen, German American Business Contacts, Hoppenstedt, 1996
- Verbände, Behörden, Organisationen der Wirtschaft (über 28.000 Einträge), Hoppenstedt 2008
- Verzeichnis Deutscher Stiftungen, Bundesverband Deutscher Stiftungen, Hoppenstedt 2008

### **e) Reisen** (kleiner Auszug aus dem großen Angebot guter Reiseführer)

- Lonely Planet USA (available also for other destinations in the USA and Canada), 2008 (5<sup>th</sup> edition), ISBN:1741046750
- The Rough Guide USA, 2009 (9th ed.), ISBN: 1848360355
- AAA: North America Road Atlas (interstate): United States, Canada, Mexico, 2000, ISBN: 156251301X
- Reise Know How: USA: Der ganze Westen, H.-R. Grundmann, 2008 (18th ed.), ISBN: 3896622323

Example Cover Letter:

(Date)

(Your Name)

(YourAddress)

Ms. Helen Jones  
Manager of Recruitment  
Marketing Northwest, inc.  
12 E. Burnside Avenue  
Boston, MA 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 Germany pursuing a degree in Marketing at the University of ..., I am required by my university to complete up to twelve months of practical training at 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.

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 plan 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 a (phone number) or visa email at (email address).

Sincerely,

(signature)

(Your Name)

**John Donne**  
purple@zombo.com

20 Chapel St.  
Brookline, MA 02446  
(802) 272-6099

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### **Education**

**Northeastern University**, Boston, MA. Master of Arts in Political Science. September 2004-December 2005

- *Concentration*: Comparative Politics, Public Policy. GPA: 3.80

**Colgate University**, Hamilton, NY. *Bachelor of Arts in Political Science and History*, May 2003

- Concentration GPA: 3.33 Overall GPA: 3.01

**Centro Panamericano de Idiomas**, Monteverde, Costa Rica. June-July 2005. Spanish language immersion program

### **Experience**

***Recitation Leader, Teaching Assistant. Northeastern University, Boston, MA.*** (Fall 2005)

- Organized and directed discussion sections in comparative politics; focused on issues of human development, regime stability, democratization, and political economy.
- Other responsibilities included regular consultation with students, grading of all major assignments, and professional and comprehensive communication of advanced academic theories and research methodology.

***Research Assistant. Northeastern University, Boston, MA.*** (Spring 2005)

- Assistant to Professor Danny Schmuck (*Ph.D. University of Texas*), conducting and presenting research on ethnic conflict, vigilantism, political violence, procedural due process, and conflict mediation in divided societies. Focus on Northern Ireland and Central Africa (Congo, Burundi, Rwanda).
- Assistant to Professor Geoffry Banely (*Ph.D. Harvard University*), conducting and presenting research in religious violence, Islamic fundamentalism, terrorism, and political theory.

***Social Studies Teacher/Residential Life Staff. St. Johnsbury Academy, St. Johnsbury, VT.*** (2003-2004)

- Teacher of American Government and Economics. Created and implemented lesson plans for three 80 minute classes every day with standard level eleventh and twelfth graders.
- Employed as residential life staff, living in and supervising a dorm of 33 boys, ages 14-18.
- Creator and supervisor of a Yoga and an East Asian philosophy club.
- Coach of girls' junior varsity lacrosse team, and assistant to the womens' ice hockey and Nordic ski teams.

### **Skills**

**Computer:** Microsoft Office XP (Word, Excel, Outlook, PowerPoint, Access) • SPSS statistical analysis software • WorldCAT • EndNote • Lotus Notes • Microsoft Windows XP

**Language and Communication:** Beginner Spanish and Japanese • Conflict Mediation • Educator

**Leadership and Safety:** Wilderness First Aid • CPR • Adventure Guide

**Personal:** Gourmet Cooking • Classical Piano • Bicycle Repair • Ice Hockey Goalie