

OPTIONAL PRACTICAL TRAINING DATA REPORT

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December 17, 2019

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Introduction

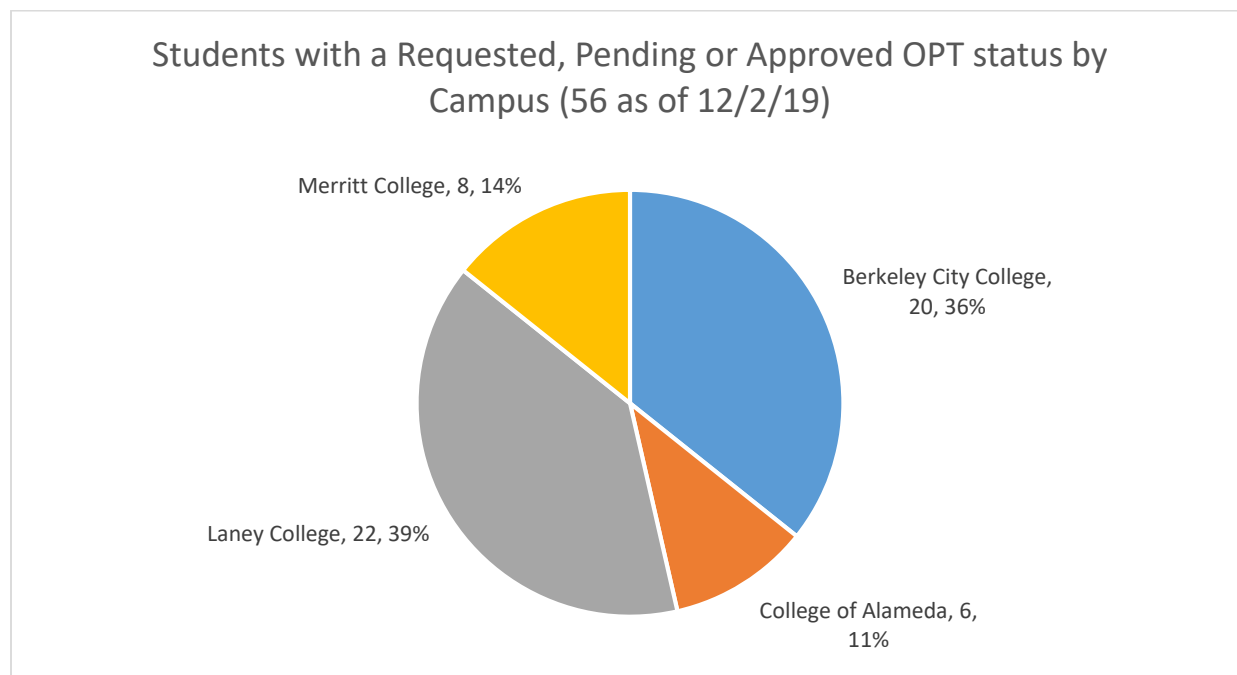
The Peralta Community College District's Office of International Education (OIE) supports international students with employment authorization. In addition to Optional Practical Training (OPT), the OIE assists students with Curricular Practical Training (CPT), Economic Hardship, and on campus employment, which all include support to apply for their social security numbers as well.

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.¹

OPT is an important educational component to international students' program of study, as a key complement to the classroom experience, and as supplemental training and experiential learning.

Summary

Since 2010, there have been over 300 international students that have participated in Post-Completion OPT after completing their program at PCCD. As of December 2, 2019, there were 56 international students with a requested, pending or approved OPT in the Student Exchange Visitor Information System (SEVIS). (Berkeley City College – 20, College of Alameda – 6, Laney College – 22, and Merritt College – 8).



¹ Optional Practical Training (OPT) for F-1 Students - <https://www.uscis.gov/opt>

Current Active International Students at PCCD (as of 12/2/19)***	Students with a Requested or Pending OPT status (as of 12/2/19)**	Students with an approved OPT status (as of 12/2/19)**	% of current PCCD SEVIS Active international students with a requested, pending or approved OPT status
690	13	43	8%

*Students who requested OPT between 2010-2018 (277 total)

**Students with a Requested, Pending or Approved OPT status (56 as of 12/2/19)

***Total International Students (690 as of 12/2/19), includes Current OPT students as well

Peralta Campus	OPT 2010-2018*	Current OPT students**	Total International Students***
Berkeley City College	96 (35%)	20 (36%)	413 (60%)
College of Alameda	28 (10%)	6 (11%)	68 (10%)
Laney College	120 (43%)	22 (39%)	152 (22%)
Merritt College	33 (12%)	8 (14%)	57 (8%)

Ages	OPT 2010-2018*	Current OPT students**	Total International Students***
Min (Youngest)	18	21	17
Max (Oldest)	50	49	64
Mean (Average)	28	28	24
Mode (Most Common)	26	27	20
Median (Middle)	28	27	23

Gender	OPT 2010-2018*	Current OPT students**	Total International Students***
Female	191 (69%)	44 (77%)	325 (47%)
Male	86 (31%)	12 (23%)	365 (53%)

Countries of Citizenship	OPT 2010-2018*	Current OPT students**	Total International Students***
Thailand	40 (14%)	6 (10%)	27 (3%)
Vietnam	40 (14%)	5 (8%)	62 (8%)
China	29 (10%)	4 (7%)	211 (30%)
Japan	21 (7%)	0	30 (4%)
South Korea	20 (7%)	4 (7%)	70 (10%)
Nepal	16 (5%)	6 (10%)	33 (4%)
Mongolia	14 (5%)	0	37 (5%)
Other	97 (35%) – 45 countries	31 (55%) – 19 countries	177 (25%) – 63 countries

Majors (2010-2018)	# of students
Business/Business Administration and Management	58 (20%)
Accounting	18 (6%)
Multimedia	17 (6%)
Biology	16 (5%)

Culinary Arts/Chef Training	12 (4%)
Child Development/Education	9 (3%)
Social Sciences	9 (3%)
Computer Programming and Information Sciences	8 (2%)
Cosmetology	5 (1%)
Health Services	5 (1%)
Psychology	5 (1%)
Other (15-20 majors)	155 (55%)

Other includes: Art, Banking and Financial Support Services, Carpentry, Dental Assisting/Assistant, Electrical and Electronic Engineering Technologies, Emergency Medical Technology/Technician (EMT Paramedic), Fashion/Apparel Design, Kinesiology, Landscaping, Language Interpretation and Translation, Legal Assistant, Mathematics, Political Science and Government, Radio and Television, Registered Nursing, Spanish Language and Literature, Woodworking

Top OPT Requests by Month (2010-2018)

On average, students waited an average of 83 days for OPT to actually begin from the day they requested

Month	# of Students	% of all Requests
October	44	15%
March	38	13%
May	33	11%
April	30	10%
November	30	10%
December	30	10%
6 other months	72	25%

Top OPT Approvals by Month (2010-2018)

On average, students received their approval status 5.2 days prior to their actual start date

Month	# of Students	% of all Approvals
August	38	14%
February	35	13%
January	31	11%
July	27	10%
June	26	9%
March	23	8%
6 other months	89	33%

Average Wait Times for Students (2010-2018)

- 27 Days (Requested to Pending)
- 49 Days (Pending to Approved)
- 78 Days (Requested to Approved)

The average number of semesters studied prior to OPT is 5.7 (995 days, 2.7 years).

218 unique students reported 264 jobs in SEVIS from August 25, 2010 through November 8, 2019.
(Average 1.2 jobs per student).

Current SEVIS Status for students after OPT	Terminated	Completed	Deactivated (Transfer Out)	Active (Currently at PCCD for new program)
# of Students	21 (8%)	115 (44%)	116 (44%)	11 (4%)

OPT Student Experience

Eunice Poon, international student from Canada, was enrolled at Berkeley City College (BCC) from January 15, 2016 through May 25, 2018. After earning her degree in Animation through BCC, she was authorized for Post-Completion OPT from June 13, 2018 through June 12, 2019. While on OPT, she was employed for a company named AI4ALL in Oakland, CA where she was employed as a Program and Communications Intern responsible for creating graphics, illustrations and completing visual communications to promote the company's vision. After completing her OPT she transferred to the Academy of Art University in San Francisco, beginning in Fall 2019, and she has given us permission to share her story about the value of her OPT experience below:

"Work experience is always incredibly valuable. OPT gives you the chance to get your feet wet and apply the things you've learnt in school as well as learn new things in industry. OPT was a great experience and definitely helped prepare me for my next step in applying for Academy of Art University. The biggest reason for this is because I was able to get hands on experience working as a graphic design and communications intern. This allowed me to get a grasp of what happens day in and day out, and made me more confident in choosing the graphic design route because I recognized that I really enjoyed the daily tasks of a designer. I also was able to pinpoint the areas in which I wanted to develop my skill set further as a designer, and I think that is super helpful when returning back to school in terms of being more certain of what I'd like to get out of grad school. The most valuable piece of working at AI4ALL was the ability to 'publish' or 'display' my work. All of the graphics, newsletters, blog posts, etc. was posted on social media and other platforms, and being able to be a part of creating something for the organization felt amazing because I was able to add something to the company during my time there."

(Submitted by Eunice Poon on August 22, 2019)



Optional Practical Training Rules & Regulations

OPT must be recommended by a Peralta Community College District Designated School Official (DSO) at the Office of International Education; and approved by the United States Citizenship and Immigration Services (USCIS). USCIS work authorization is issued in the form of an Employment Authorization Document (EAD) commonly referred to as an EAD card. The EAD is a photo identity card similar to a university ID or driver license. It indicates the date an authorized F-1 student may begin employment and the date the student must end employment.

OPT Eligibility

In order to be eligible to apply for OPT, international students must meet all of the following requirements:

- Be an F-1 student visa holder who has been enrolled full-time for at least one full academic year prior to submitting an OPT application.
- Have maintained lawful F-1 status
- Intend to obtain employment in a position directly related to your major field of study.
- Have not completed more than 364 days of full-time Curricular Practical Training (CPT).
- Have not utilized an equivalent of 12 months of OPT work authorization in current degree level.
- Have not already completed a degree at this level (e.g., second bachelors' degree) or at a higher level. Are not in an English language training program.

When OPT Can Occur

Prior to Degree Completion (Pre-Completion OPT)

- Part-time or Full-time: During annual vacation if eligible and if student is intending to register for the next term or session. (Pre-completion OPT)
- Part-time: While school is in session provided that OPT does not exceed 20 hours per week and student maintains full-time student status. (Pre-completion OPT)

After Degree Completion (Post-completion OPT)

- Post-completion OPT must be full-time (more than 20 hours per week).
- Any Pre-Completion OPT utilized prior to degree completion will be deducted from the initial 12 months' allowable benefit at half the rate.
- Can only be unemployed for 90 days in aggregate throughout total 12 months' duration of OPT.

Duration of OPT

- Initial OPT applications have a maximum duration eligibility of 12 months for each higher degree level (Associates, Bachelors, Masters, and Doctoral Degree) completed.
- If a student has used part of their OPT employment benefit during their degree program, they are only entitled to the remaining benefit, not a new 12 months. Students will not receive additional OPT time if they complete another degree at the same level (e.g., two Associates degrees). Students who have completed OPT at a higher educational level (e.g., Bachelors' degree) are ineligible for OPT at the Associate level.
- Also, if students receive their Employment Authorization Document (EAD card) after the work authorization start date requested, they are not eligible to recover the time that passed while

they were waiting to receive their EAD card in the mail. Students must still stop working on the end date indicated on the EAD card.

When to Apply for OPT

- Work authorization for OPT must be obtained from the United States Citizenship and Immigration Services (USCIS) so students need to plan ahead to ensure a timely receipt of their application. If their application is received by USCIS more than 60 days after their program completion date, they will not be eligible for OPT. Once an I-20 is created for OPT, it will need to be received within 30 days by USCIS.

Pre-Completion OPT

- If students are completing their first academic year of study, they may submit their OPT application 90 days prior to the date they will complete their first year of study provided that the employment will not begin until after an entire year of study has been completed.
- If a student has completed one full year of study, they may submit their OPT application as early as 90 days prior to the work authorization start date requested.
- If they are applying for OPT based on completion of coursework requirements, they may submit their application as early as 90 days prior to the work authorization start date requested.

Post-Completion OPT

- If a student is applying for OPT based on completion of a degree or certificate (Post), they may submit their application for OPT as early as 90 days prior to the program end date (e.g. if your graduation date is May 15 they may apply for your OPT as early as February 15) or received by USCIS within 60 days after your program end date. Students should plan to apply for OPT no later than 30 days after their program end date to allow for unexpected circumstances. The Form I-765 application and supporting documents must be received by USCIS within 30 days of the date OPT is requested in SEVIS.

OPT Demographic Data Overview

This report will focus mainly on students who have applied for post-completion OPT for students who applied beginning March 10, 2010 through December 14, 2018 (277 total).

Year OPT was Requested	OPT Employment Requested	OPT Employment Pending	OPT Employment Approved
Earliest	March 10, 2010	May 11, 2010	May 11, 2010
Latest	December 14, 2018	February 15, 2019	March 7, 2019
2010	17	16	17
2011	27	27	26
2012	27	27	27
2013	28	27	27
2014	28	28	27
2015	26	26	26
2016	38	33	36
2017	47	37	45

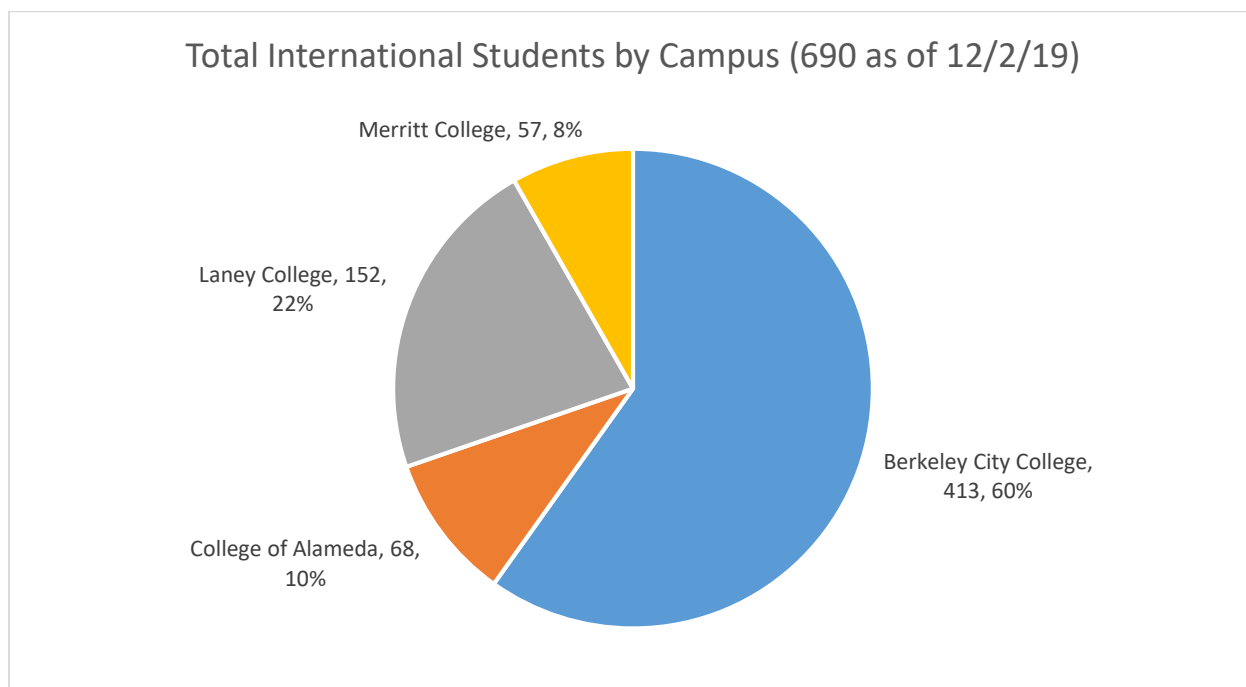
2018	39	29	38
TOTAL	277	250	269

As of December 2, 2019, there were 690 active international students at the Peralta Community College District. This includes students with a current requested, pending or approved OPT (56 students). 43 of these 56 students are currently approved for OPT, and the remaining 13 students have currently requested OPT and are awaiting approval.

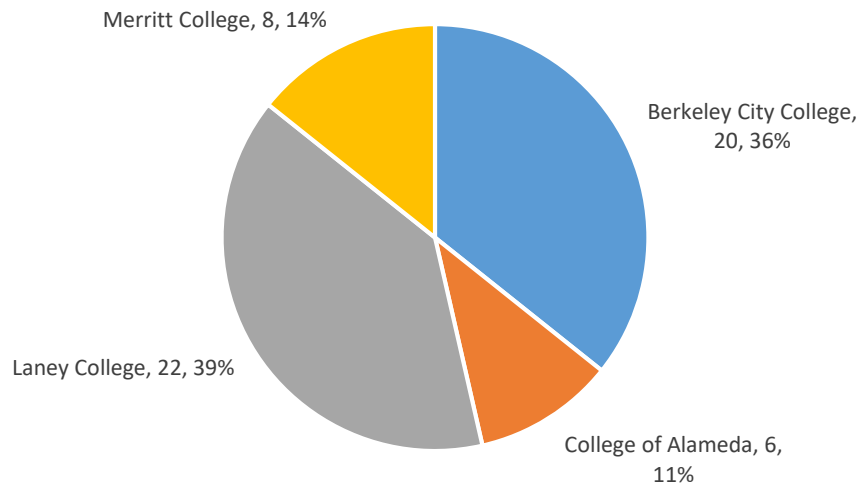
Current Active International Students at PCCD (as of 12/2/19)	Students with a Requested or Pending OPT status (as of 12/2/19)	Students with an approved OPT status (as of 12/2/19)	% of active students with a requested, pending or approved OPT status
690	13	43	8%

OPT by Peralta Home Campus

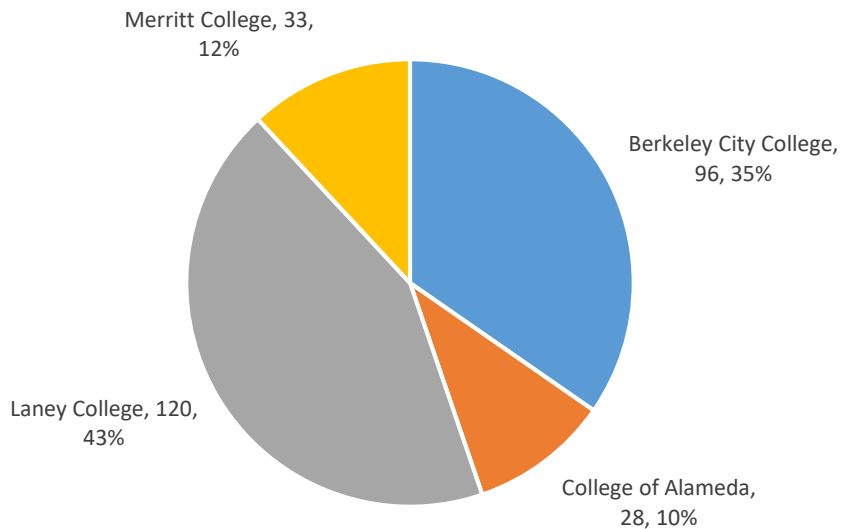
Currently, 60% of all international students have identified Berkeley City College as their home campus, which is the highest. However, for all students who applied for OPT from 2010-2018, the campus with the most students was Laney College (43%).



Students with a Requested, Pending or Approved OPT status by Campus (56 as of 12/2/19)



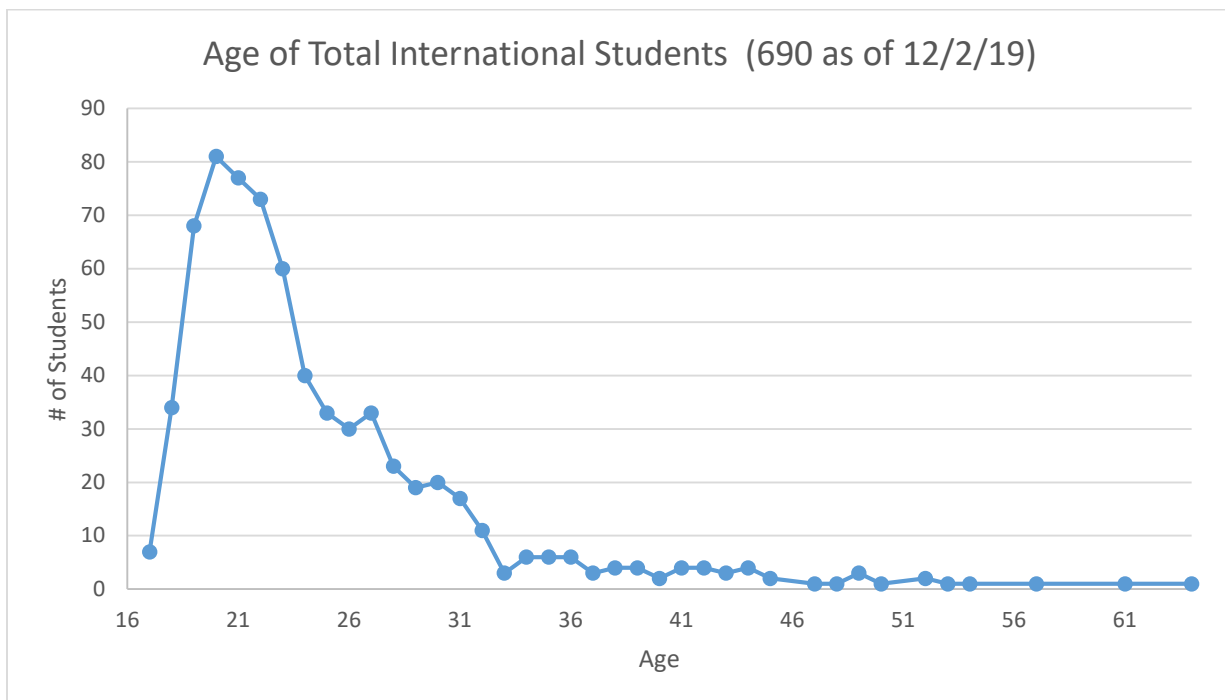
OPT Requested by Campus (277 students from 2010-2018)



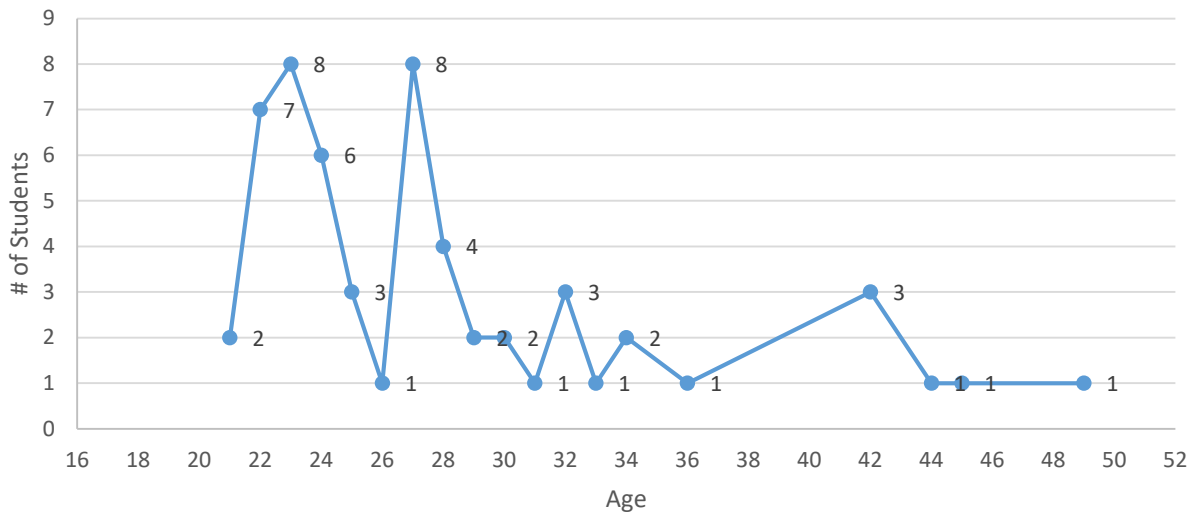
Age at the time OPT was requested

The average age of students has remained about the same for students who requested from 2010 to 2018. The youngest student to apply for OPT during this time period was 18 years old (2010), and the oldest student was 50 years old (2013). The most common age for students applying for OPT is 26 years old and the average age is 28 years old. The average age of students applying for OPT is 4 years older than the average age of current students at PCCD (24.6). The current average age of students with a requested, pending or approved OPT status (as of 12/2/19) is 28 years old, with a range of 21-49 years old.

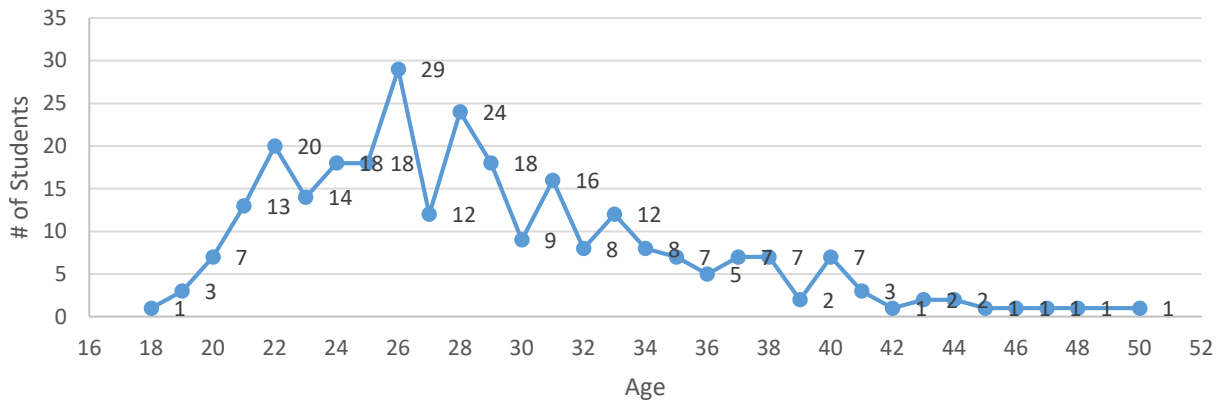
Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	18	41	29.1	26, 28	28
2011	20	45	29.1	37	28
2012	21	40	28.8	28	28
2013	21	50	29.8	24	28.5
2014	20	48	31.2	38	30
2015	20	37	27.7	29	28.5
2016	19	44	27.7	25	26.5
2017	19	43	28.1	26	27
2018	19	47	27.6	21	26
TOTAL – 277 total	18	50	28.7	26	28
Students with a requested, pending or approved OPT status (as of 12/2/19)- 56 total	21	49	28	27	27
Current PCCD Students (Fall 2019) – 690 total	17	64	24.6	20	23



Age of students with a Requested, Pending or Approved OPT status (56 as of 12/2/19)



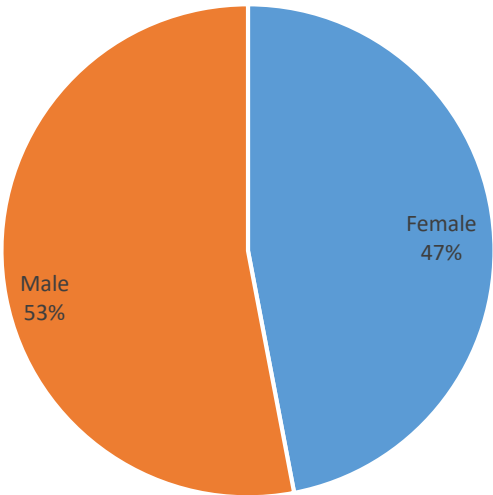
Age at the Time of Requesting OPT (277 from 2010-2018)



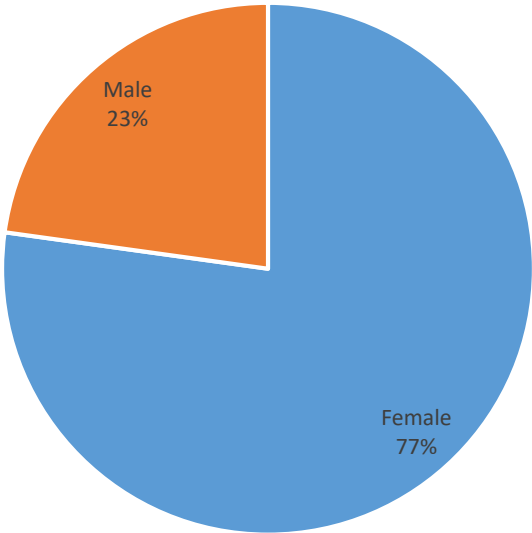
Gender of students who applied for OPT

Overall, there has been a higher percentage of females (69%) who apply for OPT compared to males (31%). Each year, there has been more females than males who requested OPT. 2018 had the highest percentage of females compared to males (92%). This is somewhat surprising as the current percentage of males to females for all international students is much closer (47% Males, 53% Females).

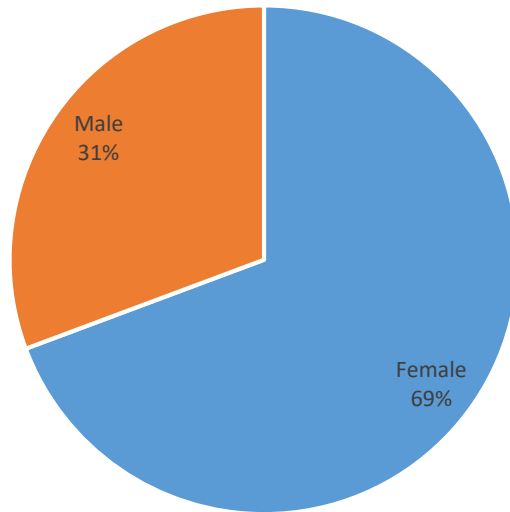
Gender of Total International Students (690 as of 12/2/19)



Gender of Current Students with Requested, Pending or Approved OPT (56 as of 12/2/19)

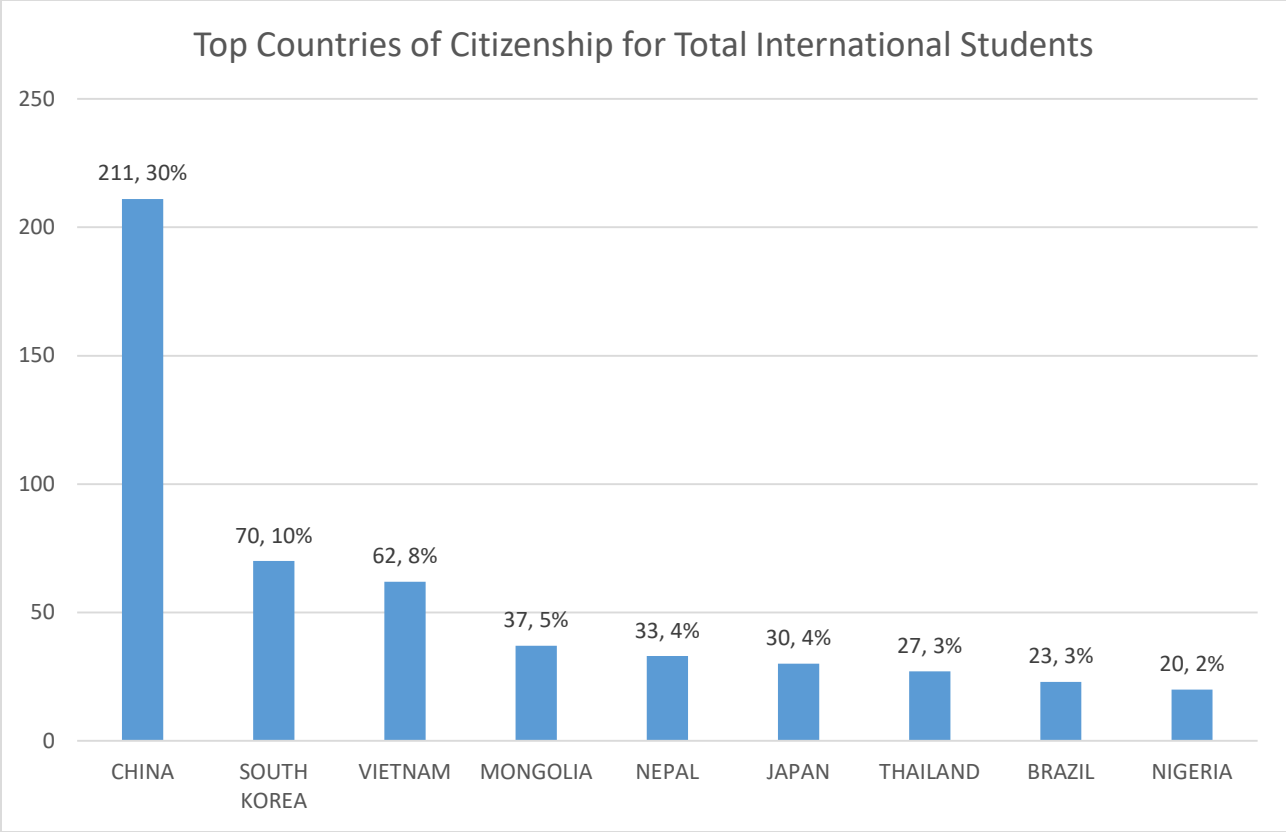


Gender of Students who Requested OPT (2010-2018)

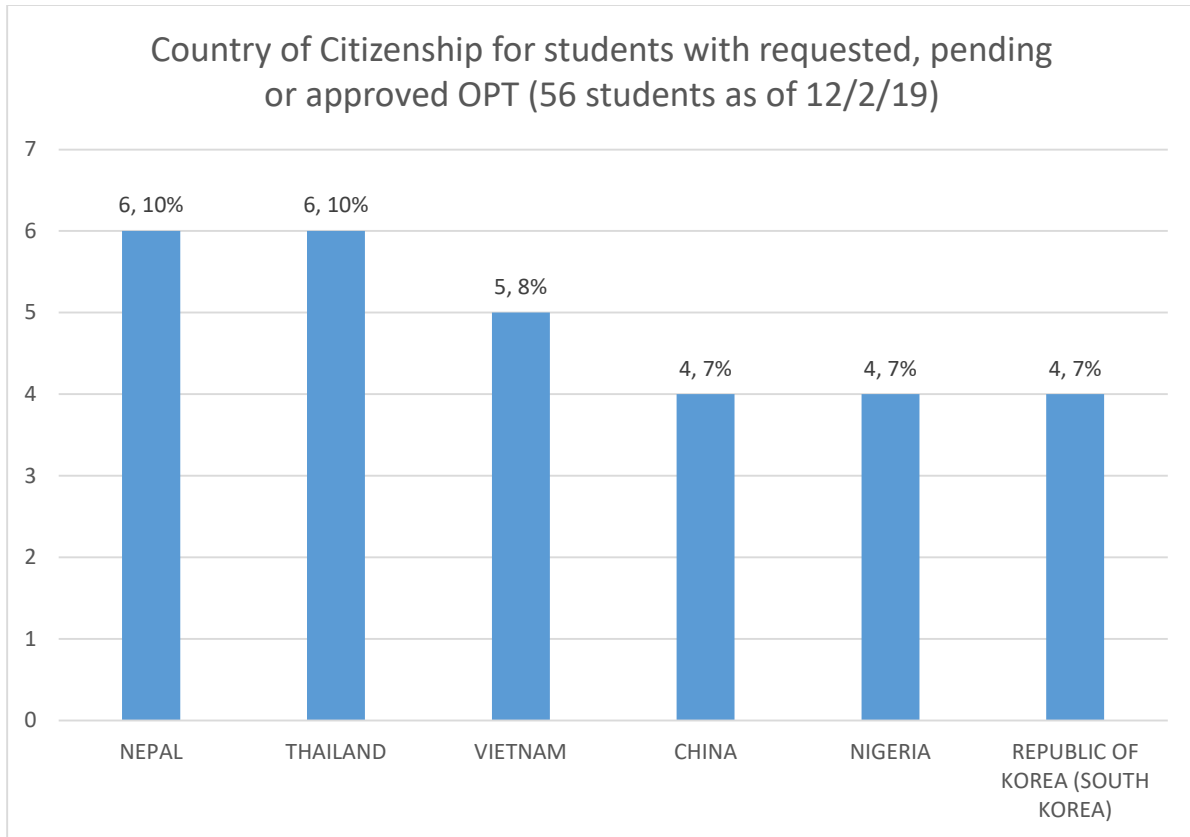


Countries of Citizenship

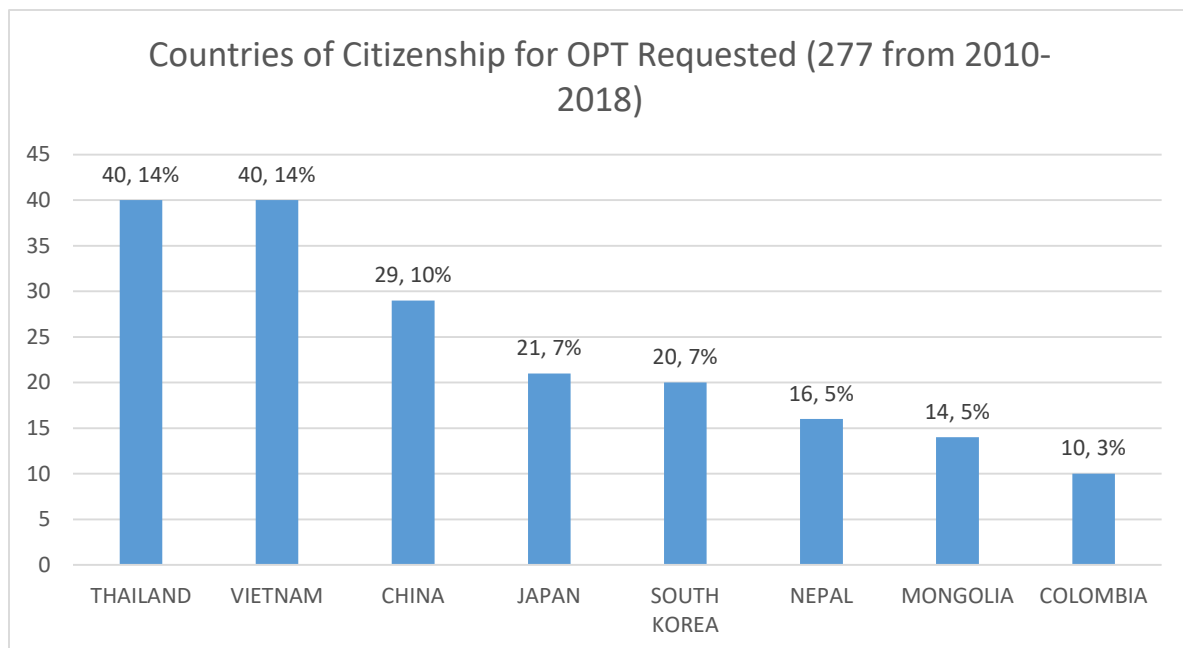
The top country of citizenship for all international students is China (30%). However, the top 2 countries for students applying for OPT are Thailand and Vietnam, which combined only consists of 8% of all international students. 28% of all international students who applied for OPT from 2010-2018 were from either Thailand or Vietnam. The other top countries were China (10%), Japan (7%) and South Korea (7%). Since March 10, 2010 there have been students from 52 different countries that have requested OPT.



Does not include 177 students from 63 other countries (25%)



Does not include 27 students from 18 other countries (49%)

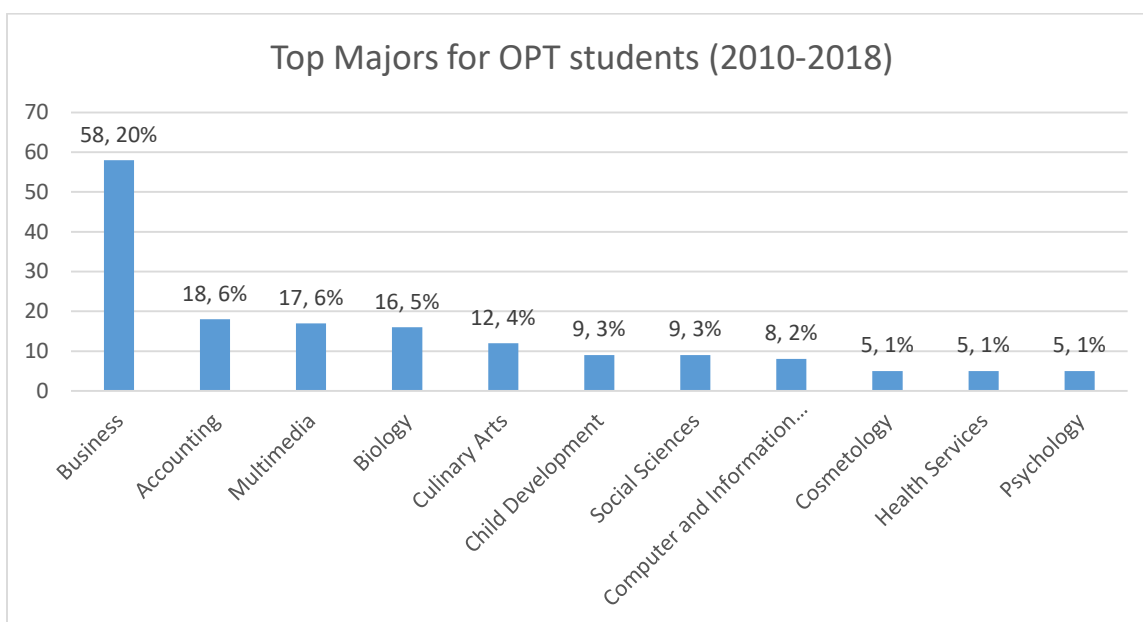


Does not include 87 students from 44 other countries (31%)

Year OPT was Requested	# of Countries Represented	Top Country of Citizenship	% compared to all students who requested that year
2010 (17 students)	9	South Korea – 3	17%
2011 (27 students)	15	Nepal - 7	25%
2012 (27 students)	13	Vietnam - 6	22%
2013 (28 students)	14	Thailand – 5	17%
2014 (28 students)	21	Vietnam – 4	14%
2015 (26 students)	12	Thailand – 6	23%
2016 (38 students)	20	China and Vietnam – 7 each	18% / 18%
2017 (47 students)	17	Thailand – 12	25%
2018 (39 students)	17	Vietnam - 7	17%
Total (277 students)	52	Thailand and Vietnam – 40 each	28% of all students

Majors for OPT students from 2010-2018

Overall the top major for students' participation on OPT has been Business and Business Administration and Management. The only year that had a higher number of student participation from a different major was 2013 with Multimedia.



There were 155 other students (55%0 who majored in 15-20 other fields which includes:

- Art
- Banking and Financial Support Services
- Carpentry
- Dental Assisting/Assistant
- Electrical and Electronic Engineering Technologies
- Emergency Medical Technology/Technician (EMT Paramedic)
- Fashion/Apparel Design
- Kinesiology

- Landscaping
- Language Interpretation and Translation
- Legal Assistant
- Mathematics
- Political Science and Government
- Radio and Television
- Registered Nursing
- Spanish Language and Literature
- Woodworking

Year OPT was Requested	Top Majors by Year
2010 (17 students)	Biology, Child Development and Psychology – 2 each
2011 (27 students)	Business - 5
2012 (27 students)	Business - 6
2013 (28 students)	Multimedia - 7
2014 (28 students)	Business - 9
2015 (26 students)	Business - 9
2016 (38 students)	Business – 10
2017 (47 students)	Business – 10
2018 (39 students)	Business – 11
Total (277 students)	Business – 58 (20% of all students)

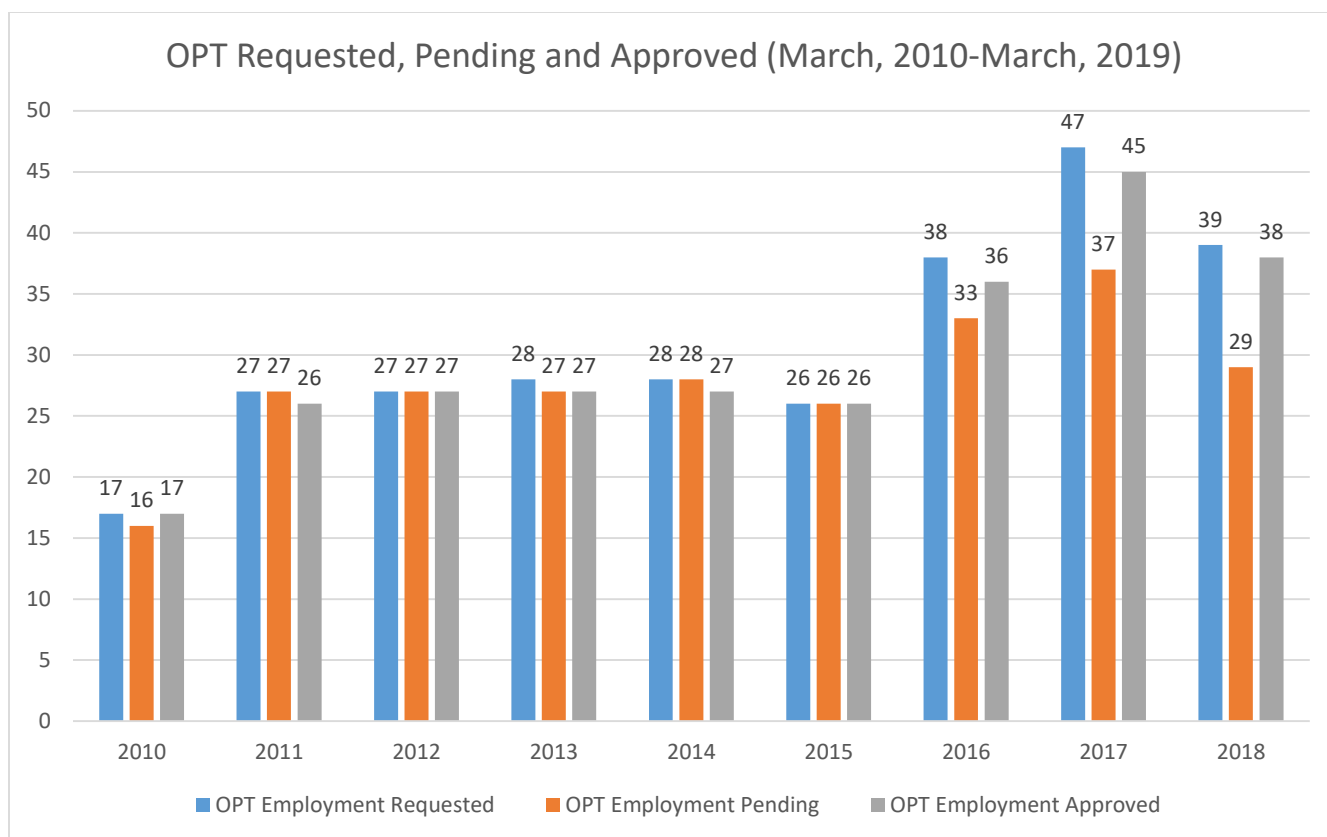
OPT Requested, Pending and Approved Overview (2010-2018)

There were 277 total requests made for OPT from March 10, 2010 through December 14, 2018, which was the data available used for the purposes of this report. Out of those 277 students, 269 were approved for OPT (97% approval rating). For those that were not approved, 1 student withdrew from OPT (cancelled OPT after receiving a pending status), 3 students cancelled (cancelled OPT after the request was made but prior to status being changed to pending), 1 student was denied (transferred out or left country before OPT approved), and 3 students were rejected (OPT application not approved by USCIS).

There were 19 students who were approved that did not have a “pending” status date displayed in SEVIS.

Year OPT was Requested	OPT Employment Requested	OPT Employment Pending	OPT Employment Approved
Earliest	March 10, 2010	May 11, 2010	May 11, 2010
Latest	December 14, 2018	February 15, 2019	March 7, 2019
2010	17	16	17
2011	27	27	26
2012	27	27	27
2013	28	27	27
2014	28	28	27

2015	26	26	26
2016	38	33	36
2017	47	37	45
2018	39	29	38
TOTAL	277	250	269

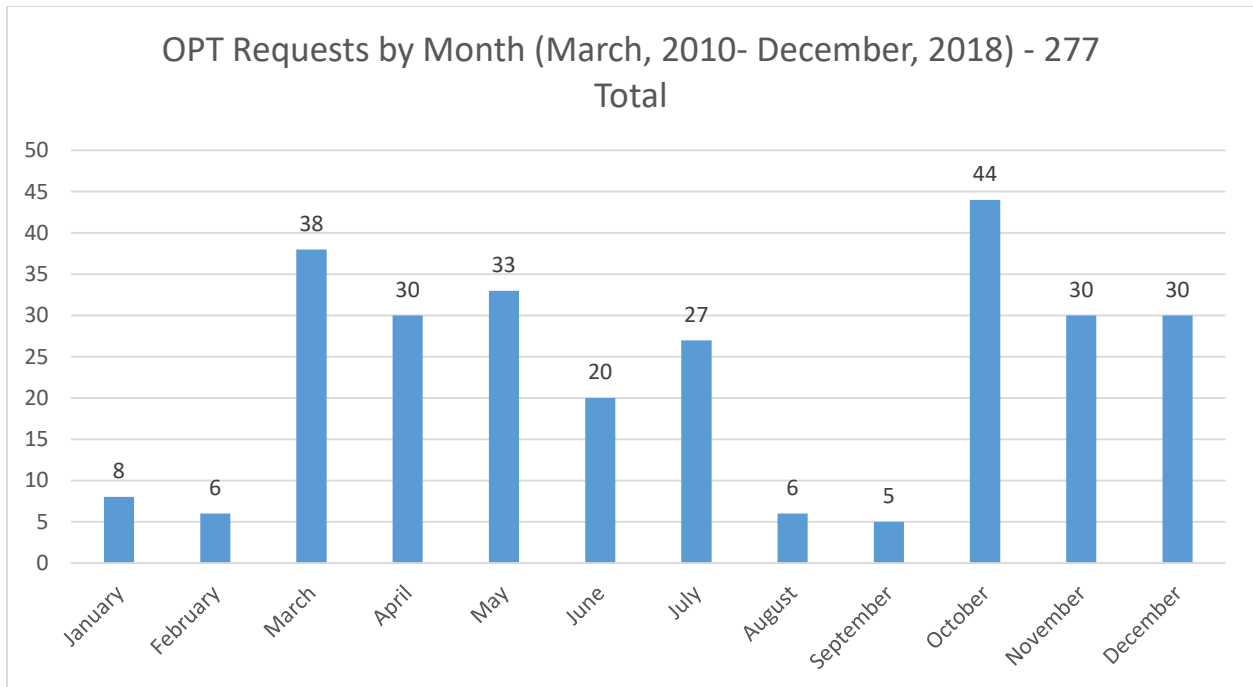


OPT Employment Requests made by month (277 Total)

The most common months (high peak season) for students to apply for OPT are in October (Ranked #1 – 44 students), March (Ranked #2 – 38 students), and May (Ranked #3 – 33 students). April, November and December tied for #5 with 30 students each. The least common months are January, February, August and September (which are all at the beginning of the Spring and Fall semesters)

January	8
February	6
March	38
April	30
May	33
June	20
July	27

August	6
September	5
October	44
November	30
December	30

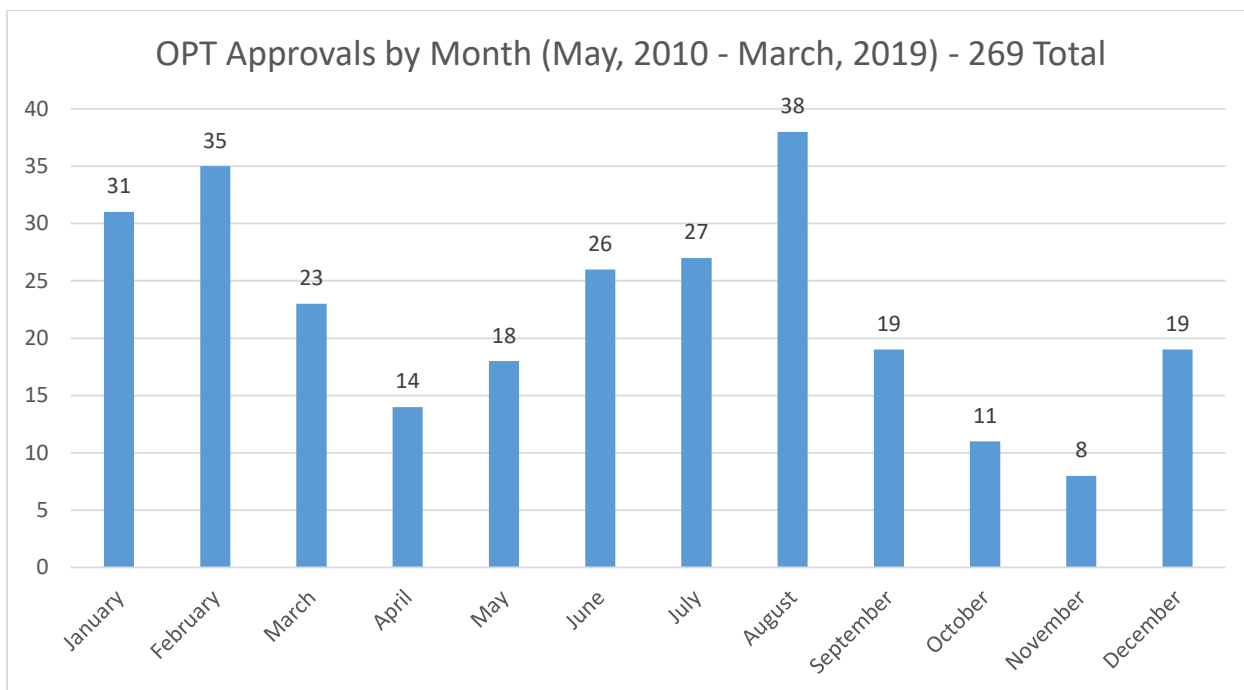


OPT Employment Approvals by Month (269 Total)

The highest number of approvals took place during the months of August (Ranked #1 – 38 students), February (Ranked #2 – 35 students) and January (Ranked #3 – 31 students). The lowest number of approvals were received by students in November.

January	31
February	35
March	23
April	14
May	18
June	26
July	27
August	38
September	19
October	11

November	8
December	19



Days from OPT Requested to OPT Approved - Number of days students waited for their OPT Application to go from Requested to Approved

Overall, it took students an average of 78 days for their application to be approved from the day it was requested in SEVIS. The most common amount of days it took students was 71 days.

However, there has been a steady increase in the total number of days. The average number of days has increased by 33 days from an average of 57 days in 2010 (less than 2 months) to an average of 90 days (3 months) in 2017 and 2018. The most common amount of days it took students to receive an approval status from the requested date in 2018 was 113 days (3.7 months).

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	14	102	57	62, 70	60
2011	35	85	58.1	46, 57, 81	56
2012	36	119	73.3	66, 69, 76, 79, 85	76
2013	41	139	68.3	71	66
2014	28	258	76	55	63
2015	42	131	82.1	84	83.5
2016	41	142	86.4	91	86.5
2017	41	126	90.2	100	98

2018	68	120	90.1	113	89
TOTAL	14	258	78.4	71	77

Days from OPT Requested to OPT Pending - Number of days students waited for their OPT Application to go from Requested to Pending

It took students on average 27 days for their application to go from a status of requested to pending. This does not account for when students actually sent in their application. The requested date is based on the day OPT was requested in SEVIS. The most common amount of days it took students to receive a pending status was 16 days.

However, since 2010 it has taken much longer for students to receive a pending status from the date of their request. Although the average number of days dropped from 32 to 25, the most common number of days it took students to receive pending jumped from 14 days (2 weeks) in 2010 to 29 days (1 month) in 2018.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	14	77	32.3	14	27
2011	13	77	21.3	14	16
2012	11	84	22.7	14, 15	18
2013	13	50	23.9	16	21
2014	13	64	20.6	15	16
2015	14	79	27.6	15	21
2016	19	119	41.6	21	38
2017	3	89	29	27	29
2018	4	63	25	29	24
TOTAL	3	119	27.2	16	22

Days from OPT Pending to OPT Approved - Number of days students waited for their OPT Application to go from Pending to Approved

It took students an average of 49 days for their application to go from pending to approved. However, the most common amount of days was actually higher than the average which was 63 days (over 2 months from the time their application changed to pending status).

The average number of days for students to be approved after going from requested to pending, has increased from 25 in 2010 (less than 1 month) to 67 days in 2018 (more than 2 months).

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	0	85	25.3	0	27.5
2011	2	63	36.6	30	37

2012	1	84	50.6	46	51
2013	10	91	44.4	34	45
2014	12	194	55.4	28	43
2015	0	92	54.5	63	60.5
2016	7	91	44.1	71	42
2017	12	112	57.9	12	58
2018	20	96	67.2	84	71
TOTAL	0	194	49.9	63	48

Days between OPT Requested to Recommended Start Date - Number of days between when students **THOUGHT** their OPT would begin from the day they requested

International students may request OPT 90 days before their program ends through 60 days after their program ends. Their recommended OPT start date must be between 1-60 days after their program ended. The average number of days students requested OPT before they were recommended for it to begin was 72.7 days. Students most commonly had OPT recommended to start 65 days after the day they requested.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	58	122	71.2	62, 65	65
2011	49	84	69.7	72	72
2012	36	114	75.9	71, 80	76
2013	45	133	73.1	65	69.5
2014	36	80	64.7	64	64
2015	32	82	67.1	75	69.5
2016	11	109	62.3	69	65.5
2017	7	175	82.5	63	86
2018	24	150	81.1	68	80
TOTAL	7	175	72.7	65	70

Days from OPT Requested to Actual Start Date - Number of days students waited for OPT to **actually** begin from the day they requested

The day students' OPT actual starts may sometimes be different that the recommended start date. This can be seen by comparing the average number of days it took from the requested date to the recommended start date (72.7 days) and actual start date (83.6 days). This means that on average, students OPT was actually beginning 11 days after the day it was originally recommended to begin.

The average number of days from the OPT requested date to the actual start date has been increasing since 2010, going from 71.2 days in 2010 to 98.2 days in 2018. The most common amount of days between the OPT requested date to the actual start date for all years is 80 days.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	58	122	71.2	62, 65	65
2011	49	83	69.1	72	71.5
2012	57	114	76.9	71, 80	76
2013	45	133	73.2	65	69
2014	36	250	81.9	64	66
2015	42	112	76.3	71	75
2016	34	141	86.2	76	83.5
2017	51	131	98.1	99	99
2018	68	146	98.2	95	96
TOTAL	34	250	83.6	80	79

Days between OPT Requested to Recommended End Date – Number of days between when students THOUGHT their OPT would end from the day they requested

When students request OPT, there is also a recommended end date, which shows how long this process is expected to be from beginning to end. Overall, from the day students requested OPT, there was an expectation that their OPT was going to end on average 432 days from that time (14.2 months).

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	340	486	432.2	426, 427	427
2011	252	549	421.3	437	431
2012	346	565	432.5	434, 435, 443, 444, 448	430
2013	165	497	424.8	420	432
2014	400	444	428.7	427	428
2015	324	447	429.3	440	434.5
2016	376	473	426.1	433	429.5
2017	371	539	445	427	448
2018	280	514	440.4	432	444
TOTAL	165	565	432.3	427	433

Days between OPT Requested to Actual End Date - Number of days between when students OPT actually ended from the day they requested

Realistically, the average number of days from OPT requested to the actual end date is 418 days (13.7 months). Some students choose to have their OPT end earlier when they decide to transfer out or return to their home country prior to the end.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	259	486	422.1	423	427
2011	191	545	409.5	437	430.5
2012	292	565	422.9	434, 435, 444, 448	435
2013	161	497	416.9	420	431
2014	211	489	409.1	429	428
2015	281	477	417	445	437
2016	173	489	415.9	451	440.5
2017	169	496	427.3	450	450
2018	144	510	422.4	460	458
TOTAL	144	565	418.7	429	436

Days before or after OPT Pending to Recommended Start Date - Number of days before or after when students THOUGHT their OPT would begin from the day their status changed to Pending

On average, a student's OPT status goes from requested to pending 44 days before their recommended start date.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	-74	6	-38.8	-36	-40.5
2011	-69	4	-48.3	-58, -56, -49	-49
2012	-85	4	-53.2	-69, -66, -65, -58, -41	-58
2013	-85	-25	-49.3	-36	-49
2014	-65	2	-44.1	-48	-47.5
2015	-66	16	-39.5	-36	-41
2016	-85	86	-19.6	-21	-27
2017	-112	28	-53.7	-75	-60
2018	-121	12	-56.6	-43	-60
TOTAL	-121	86	-44.9	-49	-48

Days before or after OPT Pending to Actual Start Date - Number of days before or after when students OPT actually began from the day their status changed to pending

On average, a student's OPT status goes from requested to pending 55 days before their actual start date. In 2018, the most common was 80 days before their actual start date, compared to 36 days before in 2010. Based on the last 4 years of data (2015-2018), students should expect their OPT to actually begin anywhere from 44-75 days from the time their application changes to a pending status.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	-74	6	-38.8	-36	-40.5
2011	-66	4	-47.5	-58, -56, -49	-49
2012	-85	4	-54.2	-69, -66, -65, -58, -49, -41	-58
2013	-85	-25	-49.3	-36	-49
2014	-186	-20	-61.2	-48	-50
2015	-85	8	-48.6	-58	-54
2016	-85	-5	-44.1	-62	-43.5
2017	-112	-9	-68	-75	-72
2018	-95	-19	-74.1	-80	-79
TOTAL	-186	8	-55.2	-58	-55

Days between OPT Pending to Recommended End Date - Number of days between when students THOUGHT their OPT would end from the day their status changed to Pending

From the day students OPT application status changed from requested to pending, there was an expectation that their OPT was going to end on average 405 days from that time (13.3 months).

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	326	438	399.6	n/a	404
2011	236	521	400	414, 423	414
2012	325	550	409.8	392, 422, 440	416
2013	123	449	400.5	400	411
2014	362	429	408	412	411.5
2015	308	431	401.7	406	406
2016	279	449	383.3	385	390
2017	336	476	417.7	439	424
2018	352	485	420.6	407	424
TOTAL	123	550	405	423	411

Days between OPT Pending to Actual End Date - Number of days between from when students OPT actually ended from the day their status changed to pending

Realistically, the average number of days from OPT pending to the actual end date is 394 days (12.9 months). Some students choose to have their OPT end earlier when they decide to transfer out or return to their home country prior to the end.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
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2010	231	438	388.9	n/a	403
2011	174	517	387.9	414	412.5
2012	278	550	400.2	392, 422, 427, 440	408
2013	119	449	393	400	409
2014	192	447	388.4	412	412
2015	239	450	389.3	423	410.5
2016	109	449	371.5	406	395.5
2017	158	478	409.3	407	426
2018	105	455	412.6	444	437
TOTAL	105	550	394	423	412

Days before or after OPT Approved to Recommended Start Date - Number of days before or after students THOUGHT their OPT would begin from the day their status changed to Approved

On average, a student's OPT status goes from pending to approved 5.8 days AFTER their recommended start date. In 2010, students were receiving their approval on average 2 weeks before their recommended start date. However in 2018, students on average were receiving their approval 8 days after their recommended start date.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	-60	11	-14.2	-13, 5, 6	-13
2011	-36	11	-10.9	-26	-10.5
2012	-51	27	-2.5	5	5
2013	-37	7	-4.9	6	-2
2014	-32	196	11.2	-6	-6
2015	-29	61	14.9	25	17
2016	-12	109	24	0	17
2017	-80	62	9.3	0	20
2018	-75	78	8.8	-12	5
TOTAL	-80	196	5.8	6	4

Days before or after OPT Approved to Actual Start Date - Number of days before or after students OPT actually began from the day their status changed to approved

On average, students received their approval status 5.2 days prior to their actual start date. In 2018 the average was 8.1 days before their actual start date, and the most common was to receive approval status 1 day after their actual start date. This approval status is based on what is reflected in SEVIS, and not when the student was actually notified or received their EAD card.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	-60	11	-14.2	-13, 5, 6	-13
2011	-36	11	-10.9	-26	-10.5
2012	-51	22	-3.5	5	4
2013	-37	7	-4.9	6	2
2014	-32	17	-5.8	-6	-6
2015	-29	19	5.8	13	9
2016	-39	32	0.2	1	1
2017	-80	14	-7.9	1	1
2018	-75	4	-8.1	1	0
TOTAL	-80	32	-5.2	1	1

Days before OPT Approved to Recommended End Date - Number of days students THOUGHT their OPT would end from the day their status changed to Approved

From the day students OPT application status changed from pending to approved, there was an expectation that their OPT was going to end on average 353 days from that time (11.6 months). However the most common was 364 days (1 year from the time OPT was approved).

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	291	424	375.2	359, 377	377
2011	206	472	362	355, 359, 361, 366, 371, 379, 401	368.5
2012	262	529	359.1	358	359
2013	66	400	356.1	368	365
2014	168	396	352.7	370	370
2015	269	394	347.2	346	347.5
2016	256	376	339.6	364	347
2017	294	444	353.1	381	344
2018	195	439	350.3	376	355
TOTAL	66	529	353.5	364	359

Days between OPT Approved to Actual End Date - Number of days students OPT actually ended from the day their status changed to approved

Realistically, the average number of days from OPT approved to the actual end date is 340 days (11.1 months). Some students choose to have their OPT end earlier when they decide to transfer out or return to their home country prior to the end.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	189	424	365.1	359, 363, 377	377
2011	144	468	351.3	354, 359, 361, 366, 371, 379, 401	368.5
2012	196	529	349.5	358, 359	358
2013	62	400	348.6	368	364
2014	125	369	333	370	364
2015	179	389	334.88	356	350.5
2016	91	376	329.4	363	359
2017	65	444	337.1	363	361
2018	52	439	332.3	363	363
TOTAL	52	529	340.3	363	361

Days between Recommended Start Date to Recommended End Date - Number of days students THOUGHT their OPT was going to be active

The most common amount of time students recommended OPT for was 1 year. However, there were students who requested fewer days for Post Completion OPT, which could be due to the limitations of number of days they could be authorized for (if they spent some time on Pre-Completion OPT), or if they were expecting to transfer out or leave the country prior to 1 full year of OPT. The least amount of days a student recommended post completion OPT for was 73 days (2.4 months). From 2010-2012, there were students who had recommended OPT to last more than 1 full year, which may be a glitch in the SEVIS system or perhaps they were actually allowed to request more than 1 year in SEVIS during that time.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	263	414	360.9	364	364
2011	180	474	351.6	365	365
2012	284	485	356.5	364	364
2013	73	365	351.7	364	364
2014	362	364	363.9	364	364
2015	292	366	362.1	365	365
2016	354	365	363.7	364	364
2017	294	365	362.5	364	364
2018	183	364	359.3	364	364

TOTAL	73	485	359.5	364	364
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Days between Actual Start Date and Actual End Date - Number of days students were authorized for OPT

The most common amount of days students were authorized for OPT was 364 days. However, the average number of days was slightly less than that at 335 days. Some students choose to have their OPT end earlier when they decide to transfer out or return to their home country prior to the end.

The least amount of days a student was approved for OPT was 55 days (less than 2 months), and the most was 485 days (which may be a glitch in the SEVIS system dating back to 2012, as students are only allowed up to 1 year of Post Completion OPT at the Associates level.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	195	414	350.8	364	364
2011	118	470	340.3	365	365
2012	209	485	346	364	364
2013	69	364	343.7	364	364
2014	135	364	327.1	364	364
2015	193	365	340.6	365	365
2016	93	364	329.6	364	364
2017	70	419	329.2	364	364
2018	55	364	324.1	364	364
TOTAL	55	485	335	364	364

Days between Recommended Start Date and Actual Start Date - Difference of days from when the student THOUGHT they may be starting OPT, to the day they actually started OPT

The day students' OPT actual starts may sometimes be different than the recommended start date. On average, students OPT was actually beginning 11 days after the day it was originally recommended to begin. This average has been increasing since 2010-2013 (when the recommended and actual dates were 0-1 day apart). The highest difference of days on average was in 2016 where students were starting their OPT on average 23.8 days after the day it was recommended to begin. In 2018, a student's actual start date began 38 days before it was recommended to begin.

At times the actual start date will be later than the recommended date if the recommended date is not a realistic time frame from the time OPT was requested. In 2018 a student's actual start date was 78 days after their recommended start date.

Year OPT was Requested	MIN	MAX	MEAN (Average)	MODE (Most Common)	MEDIAN (Middle Number)
2010	0	0	0	0	0

2011	0	0	0	0	0
2012	0	27	1	0	0
2013	0	0	0	0	0
2014	0	188	17	0	0
2015	0	42	9.1	0	2.5
2016	0	108	23.8	0	15.5
2017	0	61	17.2	0	17
2018	-38	78	15.8	0	1
TOTAL	-38	188	11	0	0

OPT Student Employment Information

This information contains 218 unique students who reported 264 jobs in SEVIS from August 25, 2010 through November 8, 2019. (Average 1.2 jobs per student). One student reported having 6 jobs during their OPT period, and another reported 5 jobs, which were the most for all students. 250 of the jobs were reported to be in California. Other states listed where students were employed are Connecticut, Florida, Indiana, New York, North Carolina, Ohio, South Dakota, Texas and Washington.

6 students indicated they were “Self-Employed”, while the remaining 212 were not. The 6 students who were self-employed have been removed from the list below which is sorted by Major, Certificate/Degree awarded, Employer Name, and Student Job Title (if available). The certificate/degree listed is the most recent award and may not reflect the actual degree used for OPT.

Major	Degree/Certificate Awarded	Employer Name	Student Job Title
Accounting	BUSINESS/Business Administration	Asian Pacific Environmental Network	Canvasser
Accounting	Accounting	American Spring LLC	Accountant
Accounting	ESL Advanced ESL	Lime Leaf Corporation	Accounting Assistant (Volunteer)
Accounting	Accounting	Robert Half International	Accounting Clerk
Accounting	Accounting	Accounting Principals	Tax Associate
Accounting	BUSINESS/Accounting	JVS Imports Inc.	bookkeeper/accountant
Accounting	BUSINESS/Accounting	K&K Group, INC. Judoku	Cashier & Server
Accounting	BUSINESS/Business Administration	East Bay Asian Local Development Corporation	Tax Preparer
Accounting	Business Administration	Truelight Korean Baptist Church	

Accounting	BUSINESS/Accounting	The UPS Store/Greenberg Brand Strategy	
Accounting	Business Administration	Gloss Nails Spa	Receptionist
Accounting	BUSINESS/Business Administration	Gloss Nail Salon	
Accounting	Accounting	American Gen	Accountant
Accounting	BUSINESS/Accounting	Fresh and Best Cafe 2	manager
Accounting	Business Administration	Pacific Nails	Bookkeeper/Manager
Accounting	Accounting	Accounting Principles	payroll account representative
Accounting	BUSINESS/Accounting	Burge Pacific Enterprise	
Accounting	BUSINESS/ACCOUNTING	Swaim Biological Incorporated	
Accounting	Accounting	Royal Legacy Logistics	
Accounting	BUSINESS/Accounting	Sushi Boat	
Accounting	ESL Advanced ESL	WHAT THE CLUCK, INC.	Accounting Assistant
Animation,Interactive Technology,Video Graphics and Special Effects	Animation - Level I	Studio in the Box	Illustrator
Animation,Interactive Technology,Video Graphics and Special Effects	Animation - Level I	AI4ALL	Program and Communications Intern
Apparel and Accessories Marketing Operations	Apparel Design and Merchandisi	Azazie	Technical Designer, Temp
Applied Horticulture/Horticulture Operations,General	Permaculture Design Culture	GardenCrafters Landscape & Design	Landscape Gardner Helper
Architectural Engineering Technology/Technician	Architectural Technology	Kitami, Inc	
Architecture	ESL Advanced ESL	August Studio	architectural designer
Art	ESL High Intermediate ESL	Arcadia Framing Company LLC	Gallery Assistant

Art	Public Art	Kirala	Space Designer
Art	F/APP ARTS/FIGURE DR	Green Forest Art Studio	Instructor
Art	F/APP ARTS/ART	La Pena Cultural Center	
Art/Art Studies,General	Communication Graphics (Advert	April 8 Cafe	Interior Designer
Automotive Engineering Technology/Technician	ATECH Toyota Specialist	Downtown Toyota of Oakland	
Banking and Financial Support Services		Daniya inc	Assistant Manager
Banking and Financial Support Services	Management and Supervision	Gander & White Shipping Inc.	Account Administrator
Banking and Financial Support Services	Business Administration	Wells Fargo	Teller
Banking and Financial Support Services	Biology	Laser & Cosmetic Dentistry	
Behavioral Sciences		Children's Council of San Francisco	Child Care Provider
Biological and Physical Sciences	Science (Natural)	Bluehouse Korean BBQ	Nutritionist
Biological and Physical Sciences	Health Sciences	SFS 39 Inc	
Biological and Physical Sciences	Science (Natural)	CAS InterGlobal	ASSISTANT SALES MANAGER
Biology Technician/Biotechnology Laboratory Technician	Accounting	GARDENCRAFTERS	Accounting Assistant
Biology/Biological Sciences,General	Biotechnology - Level One Cert	Children's Hospital Oakland Research Institute	Volunteer
Biology/Biological Sciences,General	BIOLOGY	Center for Autism and Related Disorders	Behavior Technician I
Biology/Biological Sciences,General	Biomanufacturing Production	Pivot Bio	Lab Technician II
Biology/Biological Sciences,General	BIOLOGY	Kaiser Permanente	Volunteer
Biology/Biological Sciences,General	Science (Natural)	Kaiser Permanente Medical Center	

Biology/Biological Sciences,General	Transfer Studies/IGETC	Enthalpy Analytical	Analyst I
Biotechnology	Biotechnology - Level One Cert	Zymergen	Media Technician
Biotechnology	BIOTECHNOLOGY	Children's Hosp. Research I, Epstein Lab	
Biotechnology	BIOTECHNOLOGY	UCSF	Intern
Business Administration and Management,General	BUSINESS/Business Administration	Braille Skateboarding	Warehouse Manager
Business Administration and Management,General	Transfer Studies/CSU GE Breadth	Chigbu & Co, LLP	Bookkeeper
Business Administration and Management,General	Trans Studies/CSU GE Breadth	Accountemps- AG Ferrari Foods	Accounting Administrator
Business Administration and Management,General	Business Administration	Alameda Christian Reformed Church	Volunteer
Business Administration and Management,General	Cooking	iTea Alameda	Manager Assistance
Business Administration and Management,General	Cooking	Hornblower	Cook
Business Administration and Management,General	Cooking	MARUGAME UDON USA LLC	Assistant Manager
Business Administration and Management,General	Business Administration	Teazzert	Store Manager
Business Administration and Management,General	Business Administration	Walgreens	Customer Service
Business Administration and	Business Administration	Premier Marketing & Management Svcs., Inc.	Sales Representative

Management,General			
Business Administration and Management,General	BUSINESS/Business Administration	The Port Workspace	Community Manager
Business Administration and Management,General	BUSINESS/Business Administration	Peralta Community District	Senior Clerical Assistant
Business Administration and Management,General	BUSINESS/Business Administration	Drake's Dealership	Brunch Supervisor
Business Administration and Management,General	BUSINESS/Business Administration	Golden Squirell	Line Cook
Business Administration and Management,General	General Business	LPI Learning/Agent Au Pair	Operations Manager
Business Administration and Management,General	Business Administration	H&L Home Supply LLC	Account Assistant
Business Administration and Management,General	BUSINESS/Business Administration	International Culture Exchange Group	Marketing & Project Coordinator
Business Administration and Management,General	BUSINESS/Business Administration	Budget Van Lines Inc	Accounting and Administrative Assistant
Business Administration and Management,General	BUSINESS/Business Administration	Baan Thai Corperation	Manager
Business Administration and Management,General	Business Administration	OMNI Medical LLC	
Business Administration and Management,General	ESL Advanced ESL	H&R Block	Tax preparer

Business Administration and Management, General	Transfer Studies/CSU GE Breadth	Bank of America	Client Service Representative
Business Administration and Management, General	General Business	Lumen Digital	
Business Administration and Management, General	BUSINESS/Business Administration	RANDSTAD US, LP	Accounting Clerk
Business Administration and Management, General	BUSINESS/Business Administration	AMAZON.COM, INC.	Amazon Driver
Business Administration and Management, General	BUSINESS/Accounting	Prudential California Realty	
Business Administration and Management, General	Trans Studies/CSU GE Breadth	Kelly Financial Resources	Account Payable Clerk/ Assistant
Business Administration and Management, General	Liberal Arts/Social & Behavior	Nanayiro	
Business Administration and Management, General	Transfer Studies/IGETC	The Phoenix Pastificio	Salesman
Business Administration and Management, General	BUSINESS/Business Administration	Century Carpet	
Business Administration and Management, General	BUSINESS/Business Administration	Culture Vulturez Inc.	founder & CEO
Business Administration and Management, General	BUSINESS/Business Administration	UC Dessert	
Business Administration and	BUSINESS/Business Administration	OneZo	Cashier

Management, General			
Business Administration and Management, General	BUSINESS/Business Administration	Onezo	Cashier
Business Administration and Management, General	BUSINESS/Business Administration	OneZo	Cashier
Business Administration and Management, General	Computer programming	Katz Modern	Administrative Assistant
Business Administration and Management, General	BUSINESS/Business Administration	Panda Express	
Business Administration and Management, General	BUSINESS/Business Administration	Montesinos & Associates	
Business Administration and Management, General	Business Administration	Creative Living Solutions Inc	Home Staff
Business Administration and Management, General	Transfer Studies/CSU GE Breadth	Ramzi Faraj	Assistant Manager
Business Administration and Management, General	Business Administration	Apple, Inc.	Specialist
Business Administration and Management, General		ASIATE CORP	RECEPTIONIST & BOOKEEPER
Business Administration and Management, General	BUS/BUSINESS ADMIN	Avichal LLC DBA 7-11	Business Analyst
Business Administration and Management, General	Accounting	Excelsior Incense Works	

Business Administration and Management, General	BUSINESS/Business Administration	Gridspeak Corporation	Research Analyst
Business Administration and Management, General	BUSINESS/Business Administration	Bowl Brazil, LLC	Accounting Intern
Business Administration and Management, General	BUSINESS/Business Administration	TJX (Homegoods)	
Business Administration and Management, General		Floor Dimensions Inc.	Sales Representative
Business Administration and Management, General		Bay Media Star Inc./Oceanview Vision Corp	
Business Administration and Management, General	Transfer Studies/IGETC	Kontxt	Marketing specialist Intern
Business Administration and Management, General	BUSINESS/Business Administration	In_Step Footware	
Business Administration and Management, General	BUSINESS/Business Administration	International Chi Institute	Marketing Assistant
Business Administration and Management, General	BUSINESS/Business Administration	Robert Half International	Data Audit Specialist
Business Administration and Management, General		HST INVESTMENTS INC	INVENTORY SPECIALIST
Business Administration, Management and Operations, Other	Business Administration	Ross Store	Sales Associate
Business/Commerce, General	General Business	TKA Fine Dining Inc	Assistant Manager

Business/Commerce,General	General Business	Ness Sox, LLC	Finance Manager
Business/Commerce,General	Social Sciences	April 8 cafe	Administrative Assistant
Business/Commerce,General	ESL High Intermediate ESL	Chabaa Thai Cuisine INC.	
Business/Commerce,General	BUSINESS/ACCOUNTING	NTT Innovation Institute	
Business/Commerce,General	Accounting	CCH Christian Church Homes	
Business/Commerce,General	BUSINESS/ACCOUNTING	Geta inc.	
Business/Commerce,General	Business Administration	Card Acquisition, LLC	Business Intern (unpaid)
Business/Commerce,General	General Business	Royale Union LLC Eat at Thai	
Business/Commerce,General	ESL High Intermediate ESL	RackFoundry, Inc.	Sales Operations
Carpentry/Carpenter	Carpentry	Whisk Cake Creations	
Child Development	Child Development	Fuzzy Caterpillar	
Child Development	Child Development	Le Boutchou	
Child Development	Full Certificate	American International Montessori School	
Child Development	Child Development	The Little Garden Family Day Care	
Child Development		Wu Yee Chilrens services	
Child Development	Child Development	Urban Montessori Charter School	Support Teacher LE
Child Development	Child Development	Akiko Kato	Teacher at daycare center
Child Development	Child Development	Nadim Jessani	Babysitting
Child Development	Child Development	Joshua Adam Greller	Babysitting
Child Development	Associate Teacher	Beyond Montessori School	
Computer and Information Sciences,General	Computer Programming	Rachael Leigh Olliff Yang	
Computer and Information Sciences,General		Murphy, McKay and Associates	Relocation Services Technician
Computer and Information Sciences,General		Rica Recycling	Computer hardware tester

Computer and Information Sciences,General	Web Programming	Signal Zero, Inc	Software Engineer
Computer and Information Sciences,General	Computer programming	Lers Ros	IT Support and Social Media Marketing
Computer and Information Sciences,General	Computer Programming	Gap Inc.	Web Developer
Computer and Information Sciences,General	Computer Information Systems	Baba USA Textiles	
Computer and Information Sciences,General	Web Programming	Shag Enterprises, LCL	Software Engineer
Computer and Information Sciences,General	CIS/COMPUTER PROGRMG	Social Chorus	
Computer and Information Sciences,General	MATHEMATICS	Vastika Inc.	Software Developer
Computer and Information Sciences,General	MATHEMATICS	Vastika Inc.	Software Developer
Computer and Information Systems Security/Information Assurance	CIS Infrastructure Security	You and Me World Foundation	Wed developer
Computer Programming/Programmer,General	CIS Computer Programming	Scrum Ventures	
Computer Programming/Programmer,General	Accounting	Berkeley Thai House	
Computer Science	Computer Information Systems	COMPATIBLE TECHNOLOGY SYSTEM, INC	Software Engineer
Computer Science	BIOLOGY	Panda Express	cashier
Cooking and Related Culinary Arts,General	Dietary Manager	Providence McClure Rehabilitation, LLC	Dietary Supervisor
Cooking and Related Culinary Arts,General	Cooking	Sushi Fantastic	Chef

Corrections and Criminal Justice,Other	Trans Studies/CSU GE Breadth	University of California San Francisco	Sr. Employment Representative
Cosmetology/Cosmetologist,General	Cosmetology	Sora Oh Salon	Assistant
Cosmetology/Cosmetologist,General	Cosmetology	Dry Bar Hair Salon	
Cosmetology/Cosmetologist,General	Cosmetology	Bhawana Thai Massage	
Culinary Arts and Related Services,Other	Baking	A Taste of Denmark, Inc.	
Culinary Arts and Related Services,Other	Cooking	Umenoki Home	Cook
Culinary Arts/Chef Training	Baking	JAKKRID INC.	LINE COOK, PLATING DESSERTS
Culinary Arts/Chef Training	Baking	Whisk Cake Creations	Cake Decorator
Culinary Arts/Chef Training	Restaurant Management	Lylton Rancheria of California Casino	Food and Beverage Supervisor
Culinary Arts/Chef Training	Restaurant Management	Zen restaurant	
Culinary Arts/Chef Training	Baking	Acrobat Outsourcing	Prep Cook
Culinary Arts/Chef Training	Baking	Sixth Course	Pastry Cook
Culinary Arts/Chef Training	Baking	Bua Luang	Dessert Specialist
Culinary Arts/Chef Training	Cooking	Beach Chalet	Prep Cook
Dental Assisting/Assistant	DENTAL ASSISTING	Sadler Orthodontics	Dental Assistant
Digital Communication and Media/Multimedia	Digital Video Production	mindlance for Apple	
Early Childhood Education and Teaching	Violence Intervention and Coun	Albany Pre School	
Early Childhood Education and Teaching	Assistant Teacher	Duck's Nest Inc	Preschool Teacher
Electrical and Electronic Engineering	Electrical Technology	Regency General Contractors	

Technologies/Tech nicians,Other			
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	Laney college	Teacher Assistant (Bio2-Human Anatomy)
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	Burke Williams	Massage Therapist
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	Mspa	MassageTherapist
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	Zeel	Massage Therapist
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	UCSF medical center	Volunteer in nursing department
Emergency Medical Technology/Techni cian (EMT Paramedic)	Science (Natural)	Balance Thai Massage and Spa	Receptionist/Massage Therapist
English Language and Literature,General	Liberal Arts/Arts & Humanities	Berkeley City College	
Environmental Control Technologies/Tech nicians,Other	Commercial HVAC Systems	Equilibrium Energy + Design	
Fashion/Apparel Design	Apparel Design and Merchandising	Design Veronique	
Fashion/Apparel Design		Macy's	Department of selling zone
Fashion/Apparel Design		stella carakasi	
Fashion/Apparel Design	Apparel Design and Merchandising	Ito	Assistant
General Merchandising,Sale s,and Related Marketing Operations,Other	BUSINESS/Marketing and Sales	Aerotek Inc	Product Operations Specialist

Graphic Design	GRART/APP GRAPHIC DS	Oranuch Chatsrinopakun	
Graphic Design	GRART/APP GRAPHIC DS	Shinycrown	
Graphic Design	Communication Graphics (Advert	TG Learning Center	
Graphic Design	GRART/APP GRAPHIC DS	San Francisco Community Radio	
Graphic Design	Applied Graphic Design/Electro	Oakland Unified School District	Instructional Support Specialist
Health Professions and Related Clinical Sciences,Other	Health Sciences	Kaiser Permanente San Leandro Medical Center	administrative staff helper
Health Services/Allied Health/Health Sciences,General	Health Sciences	Teknitron	
Health Services/Allied Health/Health Sciences,General	Science (Natural) [reinstateme	Alta Bates Medical Center	
Health Services/Allied Health/Health Sciences,General	Health Sciences	Brookdale Assisted Living	Resident Care Associate
Humanities/Humanistic Studies	Accounting	LAB DH, LLP (45-4492588)	Bookkeeper/Manager
Intermedia/Multimedia	Transfer Studies/IGETC	Anamon Studios LLC	Production Coordinator
Intermedia/Multimedia	Transfer Studies/IGETC	Henshin Inc.	Development Coordinator
Intermedia/Multimedia	Foundation for Multimedia	Bangkok Garden	Freelance web designer
Intermedia/Multimedia	Web Design/Production Level II	Kacha Thai Bistro Inc	UI & UX Designer
Intermedia/Multimedia	Web Design/Production Level I	EK Food Services INC	Web Designer
Intermedia/Multimedia	Advanced Digital Photography	Expressions Gallery	
Intermedia/Multimedia	Animation -	Northern California Tamu Samaj	
Intermedia/Multimedia	DIGITAL IMAGING	Korean Center, Inc.	
Intermedia/Multimedia	Digital Imaging Level I	Frank's Engineering Clinic	
Intermedia/Multimedia	Found of Video Prod & Editing	Reel Strategy	

Intermedia/Multimedia	Found of Video Prod & Editing	Micha Peled Teddy Bear Films	
Intermedia/Multimedia	Web Design/Production Level I	VFMG Public Relations/Marketing	
Intermedia/Multimedia	Basic 3d Illustration	Kannika, Inc.	
Intermedia/Multimedia	Basic Digital Photography	Takara Sake	
Intermedia/Multimedia	ESL High Intermediate ESL	Fei Teng Afterschool	Office Assistant
Kinesiology and Exercise Science		ZM Grappling Academy	Trainer
Landscaping and Groundskeeping	Permaculture Design Culture	Alemanys Farm	Urban Agriculture Internship
Landscaping and Groundskeeping	Permaculture Design Culture	City and County of San Francisco Recreation and Parks Department	Public Service Trainee
Language Interpretation and Translation	Legal Community Interpreting	Hannah Interpreting Services	Interpreter-Independent Contractor
Language Interpretation and Translation	Legal Community Interpreting	California Translation International	Interpreter
Language Interpretation and Translation	Legal Community Interpreting	Welocalize	Linguistic QA and Localization specialist
Language Interpretation and Translation	Legal Community Interpreting	Protranslating	Translator, editor and linguistic QA
Legal Assistant/Paralegal		ISCANDARI & ASSOCIATES	LEGAL ASSISTANT
Liberal Arts and Sciences,General Studies and Humanities,Other	Transfer Studies/IGETC	Peralta Community College District	Clerical Aid
Liberal Arts and Sciences/Liberal Studies	LIBERAL ARTS	Dominos	
Liberal Arts and Sciences/Liberal Studies	Liberal Arts/Social & Behavior	Macy's	
Liberal Arts and Sciences/Liberal Studies	Business Administration	RPM/YKMC Global	accounting

Liberal Arts and Sciences/Liberal Studies	Liberal Arts/Social & Behavior	TJ Maxx	
Liberal Arts and Sciences/Liberal Studies	BIOLOGY	City and County of San Francisco - Department of Public Works	Student Design Trainee I
Machine Shop Technology/Assistant	Machine Technology	TNP Machines	
Marketing,Other	Social Sciences	J&J Food Specialties Inc.	Marketing Assistant
Mathematics,General		Zenga Inc.	E-commerce specialist/ intern
Mathematics,General	Transfer Studies/IGETC	JECHI, INC.	Financial analyst assistant
Mathematics,General		Bottom's Up	Bartender/ Data analyst
Mathematics,General		HC Solutions	Accountant
Mathematics,General		Dosa	Hostess
Mathematics,General	AS-T MATH	Philips 76	Cashier
Mathematics,General	Transfer Studies/IGETC	Sobo Ramen	Project Manager
Natural Sciences	Science (Natural) [reinstateme	American Red Cross	
Natural Sciences	Science (Natural)	PERALTA COMMUNITY COLLEGE DISTRICT	CLERICAL ASSISTANT II
Natural Sciences	Science (Natural)	Chime	
Photography	Photography	Marketing Kings	photographer
Political Science and Government,General	Political Science for Transfer	Consulate General of Mongolia in San Francisco	
Political Science and Government,General	Political Science for Transfer	Berkeley City College	Intern Enrollment Services Assistant
Political Science and Government,General	Political Science for Transfer	Insikt	Legal Collections Associate
Political Science and	Political Science for Transfer	Corey, Canapary & Galanis	Survey Interviewer

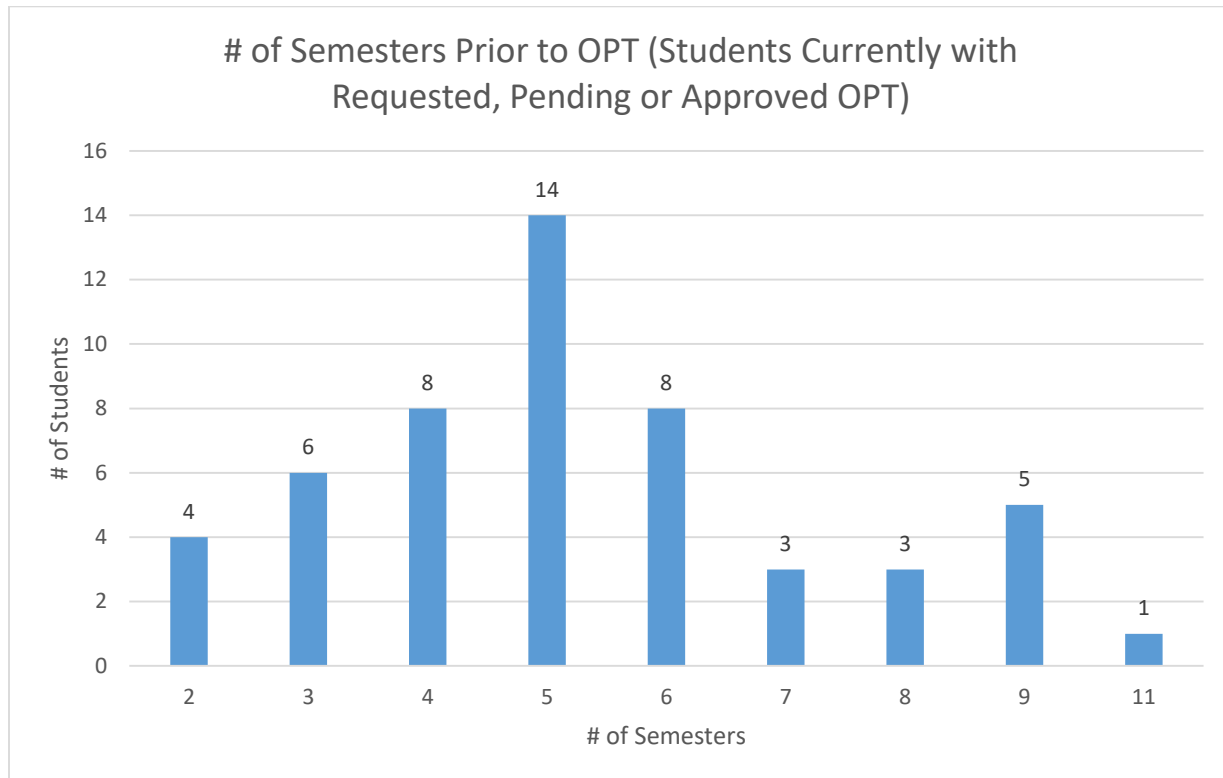
Government,General			
Psychology,General	Transfer Studies/CSU GE Breadth	Progress Foundation	Relief Counselor
Psychology,General		Umenoko Gardens Sr. Home	
Psychology,General	Transfer Studies/CSU GE Breadth	Spago Dog	Groomer's Assistant
Public Administration and Social Service Professions,Other	Social Services Paraprofessional	Marshalls	
Radio and Television		NutraGroup, Inc	Intern
Registered Nursing/Registered Nurse	Transf Studies/CSU GE Breadth	Peralta Community College District	Staff Assistant
Registered Nursing/Registered Nurse	Transf Studies/CSU GE Breadth	AEC Living Elders Inn on Webster	Personal Caregiver
Registered Nursing/Registered Nurse	Nursing (ADN)	Oakland Healthcare Center	
Registered Nursing/Registered Nurse	Transfer Studies/CSU GE Breadth	Ulta Beauty	Prestige Beauty Advisor
Sales,Distribution,and Marketing Operations,General	Accounting	Classy Nails	Salesman & Receptionist
Science Technologies/Tech nicians,General	Science (Natural)	Berkeley City College	Tutor/Teaching Assistant
Social Sciences,General	Social Sciences	StratMar Retail Services	Independent Contractor
Social Sciences,General	Social Sciences	Chinese American Voters Education Committee	Assistant
Social Sciences,General	Social Sciences	Dreamers-USA	
Social Sciences,General	Social Sciences	CAPCOM/Volt Workforce	
Social Sciences,General	Political Science for transfer	Robert Half	Front Desk
Social Sciences,Other		Margurite Journeyay	
Spanish Language and Literature	Liberal Arts/Arts & Humanities	Guess Inc.	Sales Associate

Spanish Language and Literature	Liberal Arts/Arts & Humanities	Coco Cabana	Hostess/Cashier
Spanish Language and Literature	SPANISH LANGUAGE	Quick Smog	
Teacher Assistant/Aide	Associate Teacher	Wolly Mammoth Preschool	Teacher
Visual and Performing Arts,General	Music	Crossway Church	
Web Page,Digital/Multi media and Information Resources Design	Web Design/Production Level I	Azteca 50	Digital Content Intern
Web Page,Digital/Multi media and Information Resources Design	Web Design/Production Level I	La Raza 93.3 (KRZZ) - Spanish Broadcasting System	Promotions Coordinator
Woodworking,General	Wood Technology	Goodwill	Warehouse Worker

Program Dates Length Prior to Applying for OPT

Requested, Pending or Approved

The following data includes 52 students who have a requested, pending or approved OPT status in SEVIS (as of 12/10/19). The longest a student was on a program prior to OPT was 11 semesters (1960 days, 5.3 years). The average number of semesters a student studied prior to OPT is 5.1 (927 days, 2.5 years). 2 students were removed with program dates less than 1 academic year to improve data integrity as those students actual program length unsure (Students who were either transferred within PCCD or completed 1 year academic requirement at another college).



Min: 2 semesters / 343 days / 0.9 years

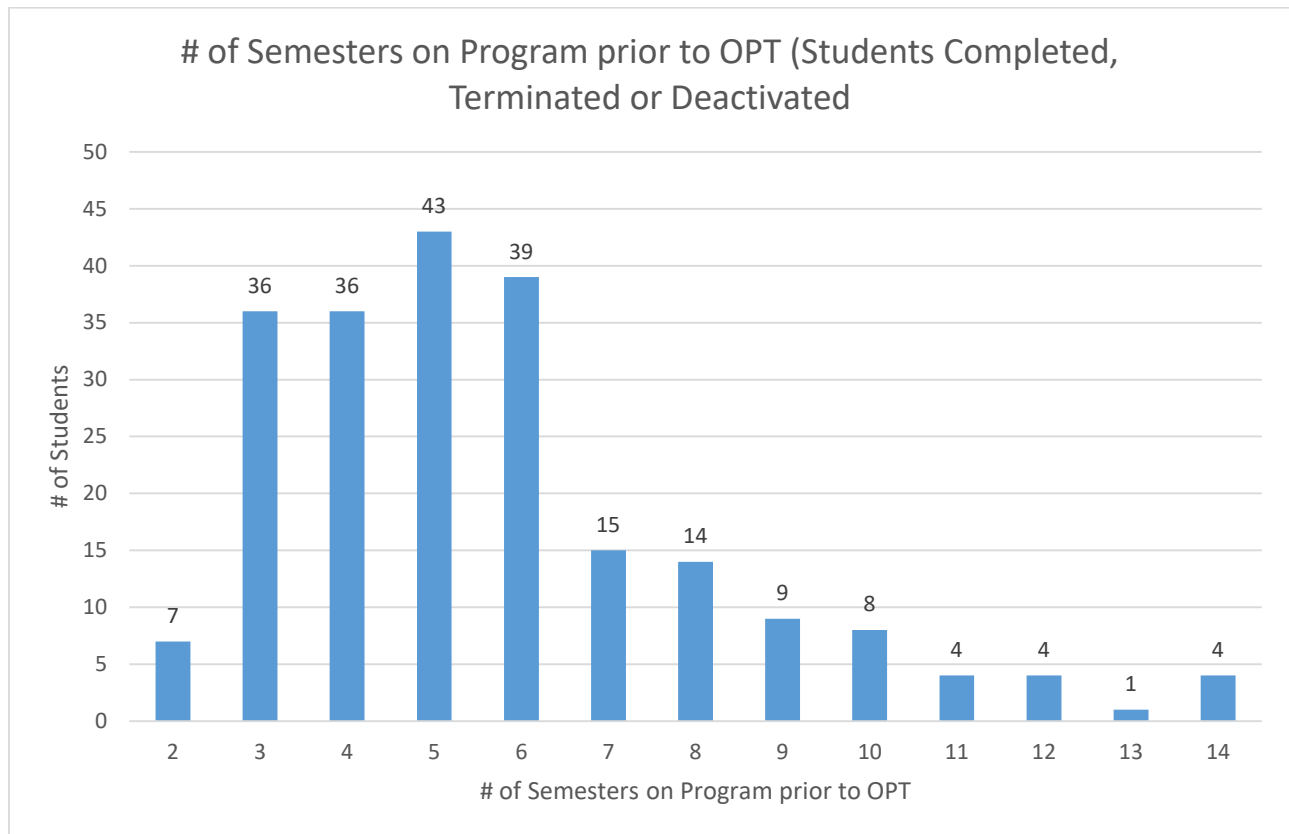
Max: 11 semesters / 1960 days / 5.3 years

Average: 5.1 semesters / 927 days / 2.5 years

Mode: 5 semesters / 861 days / 2.3 years

Completed, Terminated or Deactivated

The following data includes 232 students who were formerly on OPT that currently have a completed, terminated or deactivated status. The longest a student was on a program prior to OPT was 14 semesters (2536 days, 6.9 years). The average number of semesters was 5.7 (860 days, 2.7 years). This data dates back to January 13, 2005 (earliest program start date of these students). 31 students were removed with program dates less than 1 academic year to improve data integrity as those students actual program length unsure (Students who were either transferred within PCCD or completed 1 year academic requirement at another college).



Min: 2 semesters / 333 days / 0.9 years

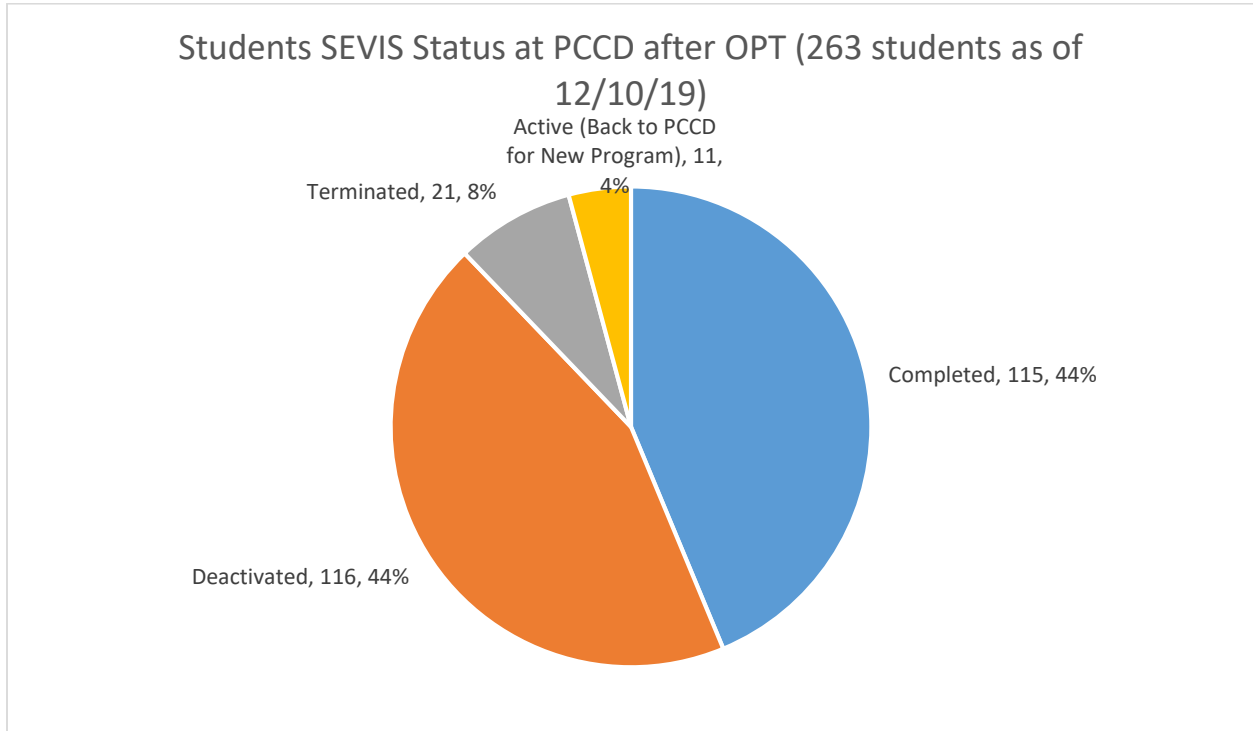
Max: 14 semesters / 2536 days / 6.9 years

Average: 5.7 semesters / 995 days / 2.7 years

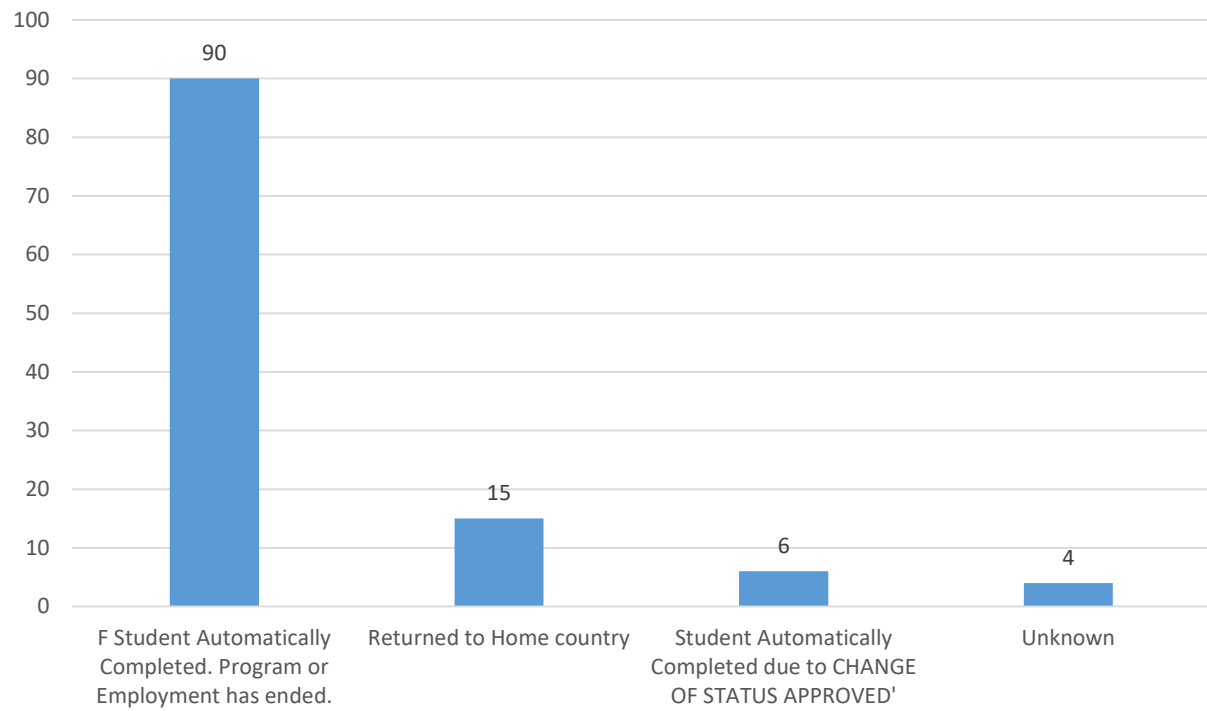
Mode: 5 semesters / 860 days / 2.3 years

SEVIS Status for Previous OPT students

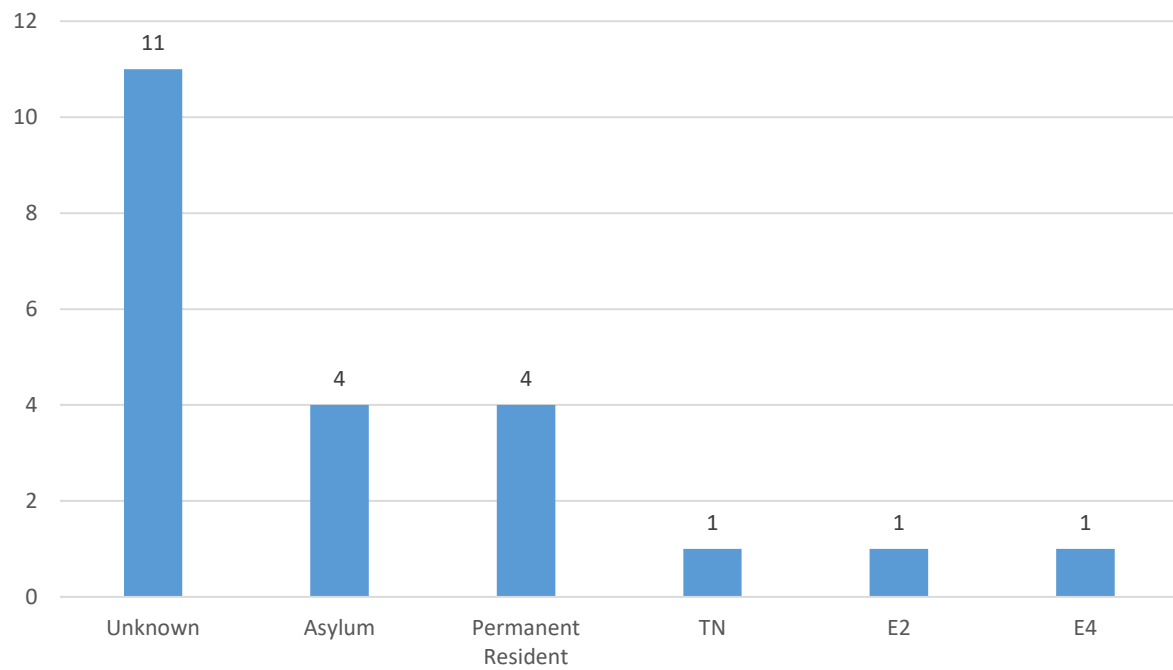
The current status of students in SEVIS who completed OPT shows an even amount for those who were completed (44%) and deactivated (44%). Students who were terminated, completed or deactivated may have also come back to PCCD for a new program after OPT prior to their status changing.



Students with a Completed Status



Students with a Terminated Status



OPT Employment Workshops for Students

In Fall 2019, 5 workshops were held specifically for OPT students to support them in their employment efforts. All students were welcome to attend. These workshops were held in conjunction with the Career Services office at Laney College and Professional Career Coach, Susie O'Bryant.

September 12, 2019 – U.S. Resume and Cover Letter workshop– 4 students

1) Identify what belongs on a resume and cover letter or a U.S. audience. 2) Learn and apply strategies for making more concise, positive and appealing resume and cover letter to U.S. employers. 3) Compose a professional resume and cover letter. 4) Critique the writing of other professionals, including peers

September 13, 2019 – OPT Employment Overview – 9 students

1) Learn the rules and regulations regarding OPT. 2) Understand employment opportunities and support provided by the colleges and OIE. 3) Learn about other employment categories including Curricular Practical Training (CPT), On-campus employment, and Economic Hardship.

September 19, 2019 – Interviewing Skills workshop– 5 students

1) Understand the purpose of an interview. 2) Know how to prepare for an interview. 3) Identify appropriate body language for interviews conducted in the U.S. context. 4) Become aware of the process involved in interviews. 5) Utilize the STAR technique

September 26, 2019 – Networking Skills – 3 students

1) Introduce themselves effectively. 2) Create a professional summary to be used with online professional networking profiles. 3) Follow up to develop and maintain relationships. 4) Understand cross-cultural differences in networking.

October 10, 2019 – Intercultural Competence & Professional Cultural Differences workshop– 12 students

1) Analyze cultural complexity. 2) Understand cross-cultural theories. 3) Increase awareness of other cultures. 4) Build intercultural competitiveness.





OPTIONAL PRACTICAL TRAINING (OPT) EMPLOYMENT WORKSHOP SERIES

Addressing skills, international
students on OPT need to
succeed in the U.S. job market.

Application to OPT : Via GPS
<https://international.peralta.edu/>

D A T E S

September 12, 2019 (1:00 pm - 2:30 pm)
U.S. Resume & Cover Letter, F170 Laney College
<https://optresumecoverletter.eventbrite.com>

September 13, 2019 (12:00 pm - 1:00 pm)
Employment Authorization Workshop, OIE Oakland
<https://internationalemloyment.eventbrite.com>

September 19, 2019 (1:00 pm - 2:30 pm)
Interviewing Skills, F170 Laney College
<https://optinterviewingskills.eventbrite.com>

September 26, 2019 (1:00 pm - 2:30 pm)
Networking Skills, F170 Laney College
<https://networkingskills.eventbrite.com>

October 1, 2019 (1:00 pm - 2:30 pm)
LinkedIn Skills, F170 Laney College
<https://linkedinskills.eventbrite.com>

October 10, 2019 (12:00 pm - 1:00 pm)
Intercultural Competence, District Boardroom
<https://optintercultural.eventbrite.com>

Learn more about OPT on <https://www.uscis.gov/opt>

7 Commonly Asked Resume Writing Questions Answered

Having to write your own resume can be daunting, especially if you haven't updated it in a while. Not only is there the need to reflect back on what you've done with your career and what you've gained from it to support what you do at the next job, but then there's all the questions about how the modern-day resume should be formatted.

As a certified professional resume writer, I hope to help answer some of the questions for you so resume writing comes easier. There are quite a few commonly asked questions I get from job seekers.

1. How long should my resume be?

Resumes are read by Applicant Tracking Systems now which rank you on roles and responsibilities while the human reviewer looks for skills and achievements. This means that resumes are getting longer. Entry-level people should generally have a 1-page resume, but for most everyone else, 2 pages is fine and even 3 pages for senior managers and IT professionals. In general, you stop adding job details when they are no longer relevant or start to age you. You can find additional tips reading: "6 Tips To Trimming The Length Of Your Resume."

2. Do I need to include my home address?

No, you can simply indicate your City, State and Zip code as the Applicant Tracking System will look at your zip code to see if you are in a commutable distance. Be mindful that some employers avoid job applicants who are not local to the job. Some simply don't want to deal with a job applicant that will have to relocate. And if you are local to the job – sharing the same zip code – by all means include the zip code because some employers use that to search for appropriate job candidates.

3. Which resume format should I use?

There are several ways to format content on the resume. Going chronologically with your most recent job first is typically most common. It's also what most hiring managers look for from someone who has followed the typical career path for the field. Note that functional resumes (where you just list job titles and dates with not detail) do not work. They raise a red flag with employers because they are generally used to hide something. Instead you can use a hybrid resume that stresses skills followed by reverse career chronology.

4. What can I do to my resume to immediately impress employers?

The top of your resume is prime real estate and it needs to indicate valuable information like what it is that you have to offer to the employer. This is the only section everyone reads so tell them your skills and experience and importantly, tell them you can deliver the results they are seeking.

5. What do I do if I don't have much work experience?

If you lack experience or skills, you have to make up for it in other ways on the resume. Consider adding information about school coursework and specific projects that will highlight your knowledge and skills applicable to the job. There's also volunteer work you can highlight that may speak volumes about your character. Also note any awards or achievements and you can even pepper the resume with quotes and testimonials from managers and customers.

6. What file format should I use to send my resume?

The safest bet is to save it in Word format (.doc). This ensures both the ATS and hiring manager can open your file and review its content regardless of the version of their software. Make sure you read instructions from the job posting carefully as some employers may not want any attachments, in which case you'd paste it into the email. There are also employers who may prefer the resume sent as a PDF, so follow instructions given. If no instructions are given, resort to .doc Word format.

Resume writing comes with lots of questions. If you want to ensure you're doing it right and produce a resume that will help you gain results in your job search, follow these tips!

About the author

Don Goodman's firm was rated as the #1 Resume Writing Service in 2013, 2014, and 2015. Don is a triple-certified, nationally recognized Expert Resume Writer, Career Management Coach and Job Search Strategist who has helped thousands of people secure their next job. Check out his Resume Writing Service. Get a Free Resume Evaluation or call him at 800.909.0109 for more

BOSTON COLLEGE CAREER CENTER ~ ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management skills	Communication skills	Clerical or detailed skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

Your Name
Your email
Your phone number
Hyperlink your LI profile (if you have one)

Summary of Qualifications

- Insert years of experience in your industry or top skill
- Insert strengths and/or strong skills, and personal qualities unique to you
- Insert highlights of your career
- Insert languages spoken and/or written (if applicable)

Technical Skills

List tech skills if applicable to your industry. Include level of expertise.

Work Experience

Name of last employer, city, state

Your job title

Years employed at this company

- List as many relevant job duties & accomplishments as possible on the following lines
- Prioritize in order of use of highest skills
- Quantify when possible, and be specific
- Use action words and be descriptive

(Use formatting above for additional jobs)

Education

Name of your college, city and state

Name of degree or certification

Year earned degree or certification (if you're still working on it, say in progress)

Professional Affiliations

List names of organizations for which you are an active member

Volunteer Experience

Name of organization, city and state

Job title of volunteer position

Years worked there – from when to when

David M. Lassiter
davidlassiter@gmail.com
510-333-4444

Summary of Qualifications

- Over 20 years providing exemplary customer service.
- Fourteen years managing teams and mentoring reports.
- D. C. Taylor Co. award for *Most New Customers in a Year*, 2011.
- Nation-wide recognition for sustainable building practices; RoofPoint.org.
- Committed to delivering quality & results-oriented service.
- Experienced user of standard CRM and collaboration software.

Relevant Experience

D. C. Taylor Co., Concord, CA

Regional Account Manager

2009 - present

- Manage 45+ active accounts, as well as an additional 100+ life-cycle accounts.
- Establish rapport with potential customers by actively listening to customer needs and providing appropriate solutions through D. C. Taylor Co. services.
- Coordinate and oversee territory team activities; lead and mentor team members.
- Maintain regular contact with customers through surveys and personal communication to ensure highest levels of satisfaction.
- Communicate with customers regarding multiple, unique facility requirements and constraints in order to ensure accurate pricing, safety procedures and compliance.
- Prepare annual strategic plans specific to customer industry sectors.
- Develop procedures and methodologies to maintain consistency and excellence in operations and service.
- Generate job cost estimates, including materials, subcontracts, equipment, labor and allocations.

Service Manager

2005 - 2009

- Satisfied a broad spectrum of customer needs by addressing and prioritizing, based on availability of resources.
- Built and maintained solid relationships with hundreds of new and existing customers through consistent follow-through and straightforward communication.
- Grew service field office revenues while maintaining or improving profitability. Consistently exceeded company capacity and revenue goals.
- Effectively coordinated the daily activities of several teams with professionalism, discipline, consideration for others.

Other Experience

California Department of the Interior, GGNRA, Mill Valley, CA
Work Leader
2000-2005

American Design Roofing, Concord, CA
Service and Construction Technician, Sales Associate
1989-2000

Education

AA Degree – Construction Management
Diablo Valley College, Pleasant Hill, CA

Volunteer Experience

Rebuilding Together, Marin Co., CA
Construction Worker
2008-Present

Catholic Youth Organization, Concord, CA
Basketball Coach
2013

5 Parts to a Cover Letter (a.k.a. How to Write a Good One!)

By Debra Wheatman, President – Careers Done Right
(Edited Version)

The Salutation (The Hello): Get a name, any name. By hook or by crook try to get a name. Sometimes you can't – then try Dear Hiring Manager...

The Opening (The Grab): Your opening paragraph is your introduction and presents the reader with some immediate and focused information regarding the position you are pursuing and a **few core competencies** that demonstrate your strength---and your enthusiasm for the job.

The Second Paragraph (The Hook): This paragraph should define some examples of the work performed and results achieved. It should be connected to your resume. This does not mean you should copy verbatim what is in the resume. Rather, cover some key competencies that you feel define your success. In the event you are highlighting some information not contained in the resume (if you are switching careers, or have a unique value proposition), this is the perfect place to cover that information. Use bullets to define key areas of achievement and highlight the value you bring to the employer.

The Third Paragraph (Paragraph of Knowledge): Here demonstrate something you know about the company that prompted you to write. This shows the reader that you did some preliminary homework and understand the company's drivers, goals, values, etc.

The Fourth Paragraph (The Close): In the closing paragraph quickly summarize what you offer and close by either suggesting a meeting or indicating that you will call in a certain number of days. If you choose the latter approach, make sure you follow-up within the time frame you reference.

Sincerely,

Full Name
Phone #

Cover Letter Tips

- Write the job title in the subject line of the email.
- Don't tell your "whole story". Include only relevant information.
- Make your letter accomplishment driven. Demonstrate your value to the employer.
- Show enthusiasm for the position.
- Include a "call to action".
- Use Spellcheck and have your letter reviewed by another set of eyes.

Niobe Seltz

510-447-0926 | niobeslife@gmail.com

June 14, 2019

Dear Hiring Manager,

Five years ago, while traveling in South America, I discovered my passion for protecting animals and relieving their suffering. It has been my mission ever since. Working for the Animal Legal Defense Fund, the leader in the defense of animals, would be a dream job for me. Providing support for the ALDF as the Processing Administrative Assistant would be a natural progression from my last job. and I believe I can contribute value to your team!

As the Accounts Receivable/Receptionist at the non-profit, **Fix Our Ferals**, I was responsible for all daily financial transactions. In my position I had the opportunity to implement changes in processing client information and patient data that resulted in massive time savings, allowing for a huge backlog of data-entry to be eliminated, and provided for a seamless intake-outtake process that could be completed daily. I really loved working on behalf of feral cats, and was able to make a difference informing and supporting the local community in their effort to control the feral population while reducing suffering.

After researching more about the ALDF, I was pleased to see that it was awarded the People's Voice Award for the best law website. Quite an honor! It is indeed an informative website, and really illustrates the many issues that animals face in today's world, how the team is working on their behalf, and how the community can help.

To reiterate, working for the Animal Legal Defense Fund would be less of a job to me and more of a lifestyle. To be a part of the legal defense of animals is exactly how I want to spend my time.

I hope to have the opportunity to speak with you about my skills and how I can be an asset to your team.

Thank you for all you do,

Niobe Seltz

The Importance of Having Interviewing Skills

Congratulations! You've just obtained an interview, which means you're being considered for a new job. This is your opportunity to convince the employer that you're the best candidate for the position by impressing him/her with your skills, abilities and experience. It's also a time for you to determine if the job is suitable for you.

The Day of the Interview

- ✓ Be on time and be prepared.
- ✓ Greet everyone with a smile, introduce yourself, and explain the nature of your visit.
- ✓ Wait until others sit before seating yourself.
- ✓ Express your interest, knowledge, and involvement in the industry.
- ✓ Exhibit confidence.
- ✓ Use industry language, and stay engaged.
- ✓ Provide examples/tell stories.
- ✓ Stay mindful of your body language and facial expressions.
- ✓ Ask questions.
- ✓ Close the interview.
- ✓ Confirm follow up steps .
- ✓ Send a thank you card or email.

Preparing for the Interview

Preparing for the interview in advance gives you an advantage, and can put you one step ahead in the selection process. It can reduce the element of surprise, increase your confidence, and allow you to focus on the interview itself. Career experts recommend several hours of preparation. Here are some tips on how to prepare:

Research the Company and Position

- Conduct a general internet search of the company for information.
- Google the interviewer(s) to make a connection and to obtain "common ground". (LI)
- Research the company history; understand its mission, values, and organizational structure. (LI)
- Locate information on new products, services or expansions.
- Know the requirements and qualifications for the job. Review the actual job announcement.
- Understand the labor market and how this position fits in.

The Day Before

- Fuel up and Google map the location of the interview; have your transportation costs covered.
- Do a dry run of the location, if possible.
- Practice a list of questions to ask.
- Have applicable legal documentation ready (Government issued I.D., social security card, birth certificate).
- Have multiple copies of your resume prepared.
- Make child and dependent care arrangements.
- Choose your interview attire and make sure your clothing is clean and pressed.

Different Types of Interviews

Telephone Screen

Employers may conduct an initial screening to collect basic information from you. The purpose is to screen out anyone who doesn't meet the minimum qualifications of the job. Present yourself with confidence and articulate your skills. It is recommended you stand up while speaking, and have your resume in front of you.

One on One or Panel Interview

This is a formal exchange of information between you and the employer. The employer will strategically match your skills and experience to the position, and determine if you are the best candidate. The employer is also trying to decide whether you "fit in" with the company's culture, and the existing team.

Display Confidence-Own it

The Job is Yours

- Remember the position is available because there is a need and/or problem. Assess the need and be ready to articulate how you can solve it.
- You are there to be interviewed, but you also need to interview the employer. A conversation is a two way street. Create a dialogue instead of a robotic question & answer conversation. Think about whether the job is a good fit for you.
- Speak the language of the industry.
- You should know whether or not you got the job at the conclusion of the interview. (or have a good idea)
- The more you prepare, the more confident you will feel.
- Sell yourself. Deliver your passion.
- Ask for the job!

Interview Style & Etiquette

- Be mindful of posture and make eye contact.
- Avoid cologne/perfume and be mindful of hygiene.
- Do not cross arms.
- Listen and take cues from the interviewers.
- Show enthusiasm and assertiveness.
- Stay focused.
- Be calm, and find ways to relate to the employer, position,
- Turn cell phone off.
- Don't get too personal, stay professional at all times.
- Use complete sentences, avoid slang or jargon and closed-ended responses.

Interview Tips

- It is important to be able to articulate a personal response to interview questions. You don't want your responses to appear robotic, or as if they came from a book.
- Practice your answers repeatedly before the interview.
- Make sure you understand the question before you answer.
- Your answers should be job related.
- Speak the industry language.
- Whenever you make a statement, provide a supporting example.
- Do not make negative statements or comments.
- Stay focused on what you can do for the employer.

Common Interview Questions

- Tell me about yourself. (Keep it professional. Summarize your experience and tell how it led you to this industry)
- What are three essential qualities a (fill in the blank) should have?
- What do you know about our company and/or this position?
- Why do you want to work for this company?
- Why are you the best candidate for this position? Why should I hire you?
- How would a previous supervisor or coworker describe you?
- Describe some professional accomplishments.
- What do you like to do in your spare time?
- Describe a time when you had to make a difficult decision.
- How do you handle pressure and deadlines? Provide examples.
- What are your strengths and weaknesses?
- What are your strongest skills?
- Why did you leave your previous employer?
- Explain the employment gaps on your resume.
- Describe a time when you contributed to the success of a team at work. What role did you play?
- What was your favorite job? What job did you like the least?
- Describe a difficult situation you handled on the job.

- Describe your ideal manager.
- Describe a time when you made a mistake on the job, or when you didn't meet performance goals? What did you do to correct it?
- What is your salary expectation?
- How do you handle people you don't get along with?
- Is there anything else I should know about you?

Questions for YOU to Ask

You should always have a prepared list of questions to ask the interviewer.. It's recommended that you ask 3-5 questions. This will show your enthusiasm and interest. Ask questions that demonstrate your knowledge of the job requirements and industry. Avoid directly asking about salary range and benefits. Ask open ended questions.

Below is a list of questions that you could consider asking during an interview.

- What will be the biggest challenge the first month on the job?
- How did this position become available? Is this a new position?
- How many people have filled this position in the last 5 years?
- Where do you see the company in the next 5 years?
- Who are your competitors?
- What do you think is most challenging about this position?
- May I have a tour of your facility?
- I am very interested in working for (fill in the blank). Is there any further information you need in order to make the decision to hire me?
- Are there opportunities for advancement?
- How will my work performance and success be measured?
- What is the next step in the recruitment process?
- What is your timeframe for filling this position?
- Is it okay to follow up with you?
- How do you see me fitting into this organization or department?
- Can you share with me your ideal candidate for this position?
- What is your training process for new employees?
- If the employer did not choose to move forward with you in the selection process, it's okay to ask for feedback. (but you may not get it)

Closing the Interview

Now is the time to reiterate your attributes and strengths, and express your sincere interest in the position. You don't want to leave the interviewer with any doubts about you.

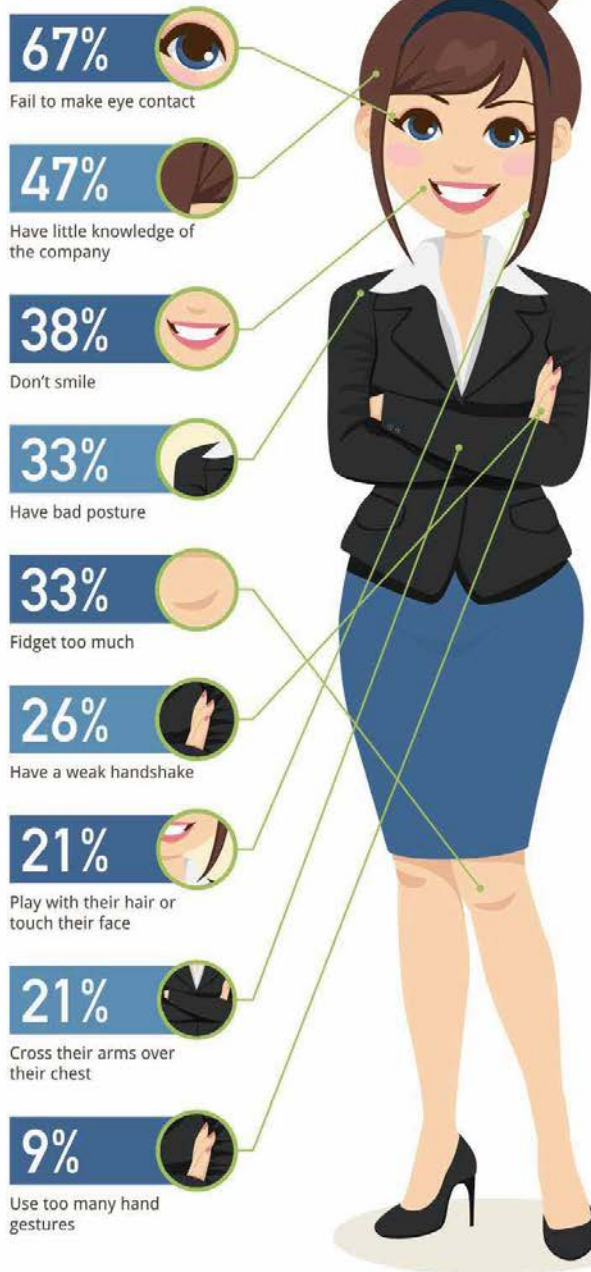
Make sure you understand the next steps in the hiring process, ask permission to follow up, and thank the interviewer(s) for their time.

Ask for a business card from each interviewer.. Be prepared to send an email thank you or a handwritten card the same day, or the next day, at the latest. Either is acceptable.

34 CRUCIAL TIPS FOR YOUR NEXT JOB INTERVIEW



COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

- 55%** The way you dress, act, and walk through the door
- 38%** The quality of your voice, grammar, and confidence
- 7%** The words you choose to say

THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

- 70%** of employers claim they don't want applicants to be **overly fashionable** or **trendy**
- 65%** of hiring managers say clothes can be the **deciding factor** between two similar candidates

BRIGHTLY-COLORED CLOTHING IS BAD



20 Tips for Successful Networking

(excerpted from Position Ignition "50 Tips for Networking at Events")

- 1 - If you're attending an event with people you already know well, don't stick together for the whole event. Talking to people you already know will lessen your chances of meeting new people.
- 2 - Turn your phone off, or on vibrate, out of consideration and respect for others.
- 3 - Mingle by the refreshment table. It's completely acceptable to help yourself to refreshments, and it can also be a great place to strike up a conversation with others. If offered, go easy on alcohol, or don't drink at all.
- 4 - Smile and offer your hand when you introduce yourself. A welcoming, warm smile has a huge impact on others. It helps to put them at ease; it tells them you are open to having a conversation.
- 5 - When introducing yourself, it can be helpful to say your first name twice and then say your surname. "Hello I'm Mary...(pause), Mary Smith". This helps people remember your name.
- 6 - Look for people in smaller groups or standing alone. Often these people will be happy to talk, as they may also be finding it difficult and awkward to network effectively, and break into larger group formations.
- 7 - Break the ice--introduce yourself first. Then start a conversation. Don't feel like you have to say something profound. It can be as simple as commenting on the venue, the speaker, the food, or asking a person why they came to the event or where they're from.
- 8 - If you get stuck for topics to talk about, think about the following aspects of a person's life: work, family, hobbies, travel, the news. It's usually fairly safe to ask people about what they do for a living, (or work they're seeking), where they originally come from, where they grew up, favorite restaurant in the area, etc. Then if there's something topical going on in the news, you may want to ask for their view on it – but avoid topics such as religion, politics or controversial news.
- 9 - Think about body language—your own, and that of others. Think about what types of postures and poses are welcoming, versus those that are cold and distant.
- 10 - Listen carefully and try to remember other people's names. Referring to them by name -- "Nice to meet you, Mary" will help you remember. Another good time to use their name is when you part ways. It creates a good impression, is personal,

and will make you memorable. “Great meeting you, Mary. I’ll be in touch!

11 -Be curious and ask open-ended questions. Think about questions that will open up conversation and enable someone to talk about something from a range of different angles. Open-ended questions are those that ask – who, what, where, when and how – as opposed to questions that can be answered with a simple yes or no. *Find common points of interest.*

12 -Rather than focusing on yourself, spend time really listening to what others have to say and what they are looking for. The more you listen, the more you will learn, and the more helpful you can be to the person you are networking with.

13 -Maintain eye contact. Looking over someone’s head or around the room while they’re talking to you is rude and disconcerting. If you’re going to have a conversation with someone, look them in the eye and show that you’re interested and actively listening.

14 -Don’t feel obliged to stick around. Whether you’re talking one-on-one with someone, or have joined a group, if it turns out that you have nothing in common with them and wouldn’t find it valuable to build a connection, politely excuse yourself after a few minutes.

15 -Similarly, don’t monopolize one person’s attention. It prevents both of you from making other good connections. If you feel there is more to explore with someone, suggest that you continue over a coffee another time.

16 -Always have your networking cards with you, as you never know who you might meet.

17 -Initiate a call to action. If you want to learn more, there’s only so much you can chat about comfortably in a crowded room, or at the gym.

18 -Offer to help or provide a resource to others, and don’t expect anything in return. (FOLLOW-THROUGH)

19 -If asked however, be ready to clearly articulate what you’re looking for, and how others might help you.

20 -It is far more important to make meaningful connections than it is to collect names.

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LinkedIn Tips and Resources

- 1) Sign up for Careerblast.tv to get monthly career success tips and tools, including LinkedIn tips (see below). Access bite-sized videos to help you with a variety of career related topics.

LinkedIn Tip #1: USE KEYWORDS IN YOUR HEADLINE

Your headline is the most powerful element of your profile for being found. The words in your headline influence how prominently your profile shows up in the search results.

To maximize your profile's visibility, infuse the 120-characters of your headline with the keywords that others will be using to find you.

LinkedIn Tip #2: DON'T FOLLOW LINKEDIN'S ADVICE FOR CONNECTING

LinkedIn suggests that you only connect with people you know. That helps LinkedIn sell its premium offering, but it limits your ability to be successful. Instead, be more liberal (open) in your connection strategy.

The more connections you have, the more frequently (and closer to the top) you show up in searches. And as a bonus, you'll get to see more complete profiles.

LinkedIn Tip #3: MAKE AN EMOTIONAL CONNECTION

You make your first impression on LinkedIn. And the best way to create a great first impression is to make an emotional connection with the people who are checking you out.

To connect emotionally, choose a head-on headshot – not one where you're looking to the right or left. When you make eye contact with viewers, it fosters a more powerful connection.

And whatever headshot you choose, please, please, please don't use a selfie or an image where you crop out the person you have your arm around! First impressions last!

- 2) Check out Heather Austin, professoraustin.com, for career-related tips and resources, including setting up your LinkedIn profile. You can also find informative videos presented by her on YouTube.
- 3) Go to LinkedIn Help to read about all aspects of setting up your LinkedIn profile, editing it, adding skills, endorsements, recommendations, etc.

The Best LinkedIn Profile Tips for Job Seekers

1. Put in the Time to Make it Awesome

Simply put, the more complete your profile, the better the odds that recruiters will find you in the first place. So, completeness is important from that standpoint. It's also important after a recruiter has found you and decided to click on your profile: He or she wants to know what your skills are, where you've worked, and what people think of you. So, don't get lazy—fill out every single section of your profile. The good news? LinkedIn will actually measure the “completeness” of your profile as you work and offer suggestions on how to make it stronger.

2. Get a Custom URL

It's much easier to publicize your profile with a customized URL (ideally [linkedin.com/yourname](https://www.linkedin.com/yourname)), rather than the clunky combination of numbers that LinkedIn automatically assigns when you sign up. How to get one? On the Edit Profile screen, at the bottom of the gray window that shows your basic information, you'll see a Public Profile URL. Click “Edit” next to the URL, and specify what you'd like your address to be. When you're finished, click Set Custom URL.

3. Choose a Great Photo

Choose a clear, friendly, and appropriately professional image, and pop that baby up there. Not sure what “appropriately professional” means? Take a look around at what the people in your target company, industry sector, or business level are wearing. Match that. (Pro tip: “If you can show yourself in action, do it,” [says a blogger](#) who experimented with multiple LinkedIn photos to see which garnered the most attention.) “A photo can go a long way to convey passion, energy, charisma, empathy, and other soft skills that are hard to write about.”

4. Write a Headline That Rocks

Your headline doesn't have to be your job title and company—in fact, especially if you're looking for jobs, it shouldn't be. Instead, use that space to succinctly showcase your specialty, value proposition, or your “so what?” The more specific you can be about what sets you apart from the competition, the better.

5. Use Your Target Job Descriptions to Your Advantage

Take a look at the job descriptions of the positions you're after, and dump them into a word cloud tool like [Wordle](#). See those words that stand out? They're likely what recruiters are searching for when they're looking for people like you. Make sure those words and phrases are sprinkled throughout your summary and experience.

6. Don't Waste the Summary Space

“Ideally, your summary should be around 3–5 short paragraphs long, preferably with a bulleted section in the middle. It should walk the reader through your work passions, key skills, unique qualifications, and a list of the various industries you've had exposure to over the years.” [Career Horizons](#)

7. Use Numbers Right Up Front

“Much like the rest of your resume, you'll want to highlight past results in your summary. When possible, include numbers and case studies that prove success. Social media consultant and speaker Wayne Breitbarth, for example, quickly establishes credibility with his audience by stating in his summary's second sentence: ‘I have helped more than 40,000 businesspeople—from entry level to CEO—understand how to effectively use LinkedIn.’ Never underestimate the power of a few key stats to impress a reader.” [American Express OPEN Forum](#)

8. Be Warm and Welcoming

“The summary section is your primo opportunity to showcase the good stuff about you, with your target audience in mind. Give 'em a little chance to get to know you. So what do you think the first impression is going to be if you craft your summary like some long, pompous speech? Or worse, craft it in the third person? They're going to think you're pretentious. And it's going to be hard for that reviewer to get a feel for your personality and style. Be you here. Keep the brand message in line with all of your other professional marketing materials, but realize that LinkedIn is a platform designed for interaction.” [JobJenny](#)

9. Avoid Buzzwords Like the Plague

What do the words responsible, creative, effective, analytical, strategic, patient, expert, organizational, driven, and innovative have in common? They're some of the most overused buzzwords on all of LinkedIn. Come on—we know you can be more creative!

10. Treat Your Profile Like Your Resume

Your resume isn't just a list of job duties (or, at least, it shouldn't be)—it's a place to highlight your best accomplishments. Same goes for your LinkedIn profile: Make sure your experience section is fleshed out with bullet points that describe what you did, how well you did it, and who it impacted.

11. But Use the First Person

You shouldn't use the first person on your resume, but it's actually fine to do so on LinkedIn (think "I'm a passionate development officer who raised \$400,000 for cancer charities last year," not ("Jackie Stevens is a passionate development officer...").

12. Get Personal

"Your profile is not a resume or CV. Write as if you are having a conversation with someone. Inject your personality. Let people know your values and passions. In your summary, discuss what you do outside of work. You want people to want to know you." [Forbes](#)

13. Show Your Achievements

Recruiters spend countless hours scouring LinkedIn in search of the high performers. And when they find them, they contact said high performers. Knowing this, you'll serve yourself well to market yourself as a high performer in your summary and experience section (think action words, accomplishments, talking about times you've been promoted or hand-picked for projects).

14. Include a Current Job Entry, Even When Unemployed

"If you've only listed the past positions you've held in the experience section but show nothing current, you'll probably get missed in most searches. Why? Because most recruiting professionals exclusively use the current title box to search for candidates; otherwise they'd have to sort through thousands of candidates who held a certain role (for example, graphic designer) as far back as 20 or more years ago. The simple workaround, if you're unemployed, is to create a dummy job listing in the current section that includes the job title(s) you're targeting—'Full-Time Student/Financial Analyst in Training'—followed by a phrase like 'In Transition' or 'Seeking New Opportunity' in the Company Name box." [University of Washington](#)

15. Add Multimedia to Your Summary

"A picture truly is worth a 1,000 words, especially when it comes to showcasing your work. LinkedIn lets you add photos, videos, and slideshow presentations to your profile summary. So instead of just talking about your work, you can show examples. Or show yourself in action. Or share a presentation. Click 'Edit profile,' scroll down to your summary, then click on the box symbol, then 'add file.'" [Business Insider](#)

16. And Your Work Experiences

You can do the same thing for each of your work experiences. So, use this to your advantage: Add your company websites, projects you've worked on, articles you've drafted, or anything else that can provide a more multimedia look at your work.

17. Add Projects, Volunteer Experiences, or Languages

Do you speak Mandarin? Have a project management certification? Volunteer for Dress for Success every weekend? Adding these "additional" profile features (listed on the left when you're editing your profile) is a great way to showcase your unique skills and experiences and stand out from the crowd.

18. Request One LinkedIn Recommendation a Month

When someone says, "You did a great job on that project!" ask him or her to take a snapshot of that success by writing a recommendation on LinkedIn. And don't be afraid to specify what you'd like the recommender to focus on.

Getting generic recommendations that say, “Lea was great to work with” aren’t very helpful—but something specific, like “Lea’s contributions on the project enabled us to increase forecasted savings by 5% over our original plan” will really showcase your strengths.

19. But Make Them Strategic

“Make a strategic plan for your recommendations,” [says Nicole Williams](#), LinkedIn’s career expert. “Approach different people and suggest particular skills or experiences you would like them to highlight.”

20. Don’t Be Afraid to Pick Which Recommendations You Show

Let’s be honest, not every LinkedIn recommendation you receive is beautifully written or even relevant to your professional success. Luckily, the platform now [sends you recommendations](#) before they go public, and you can decide to add them to your profile, dismiss them, or simply allow them to languish in their pending status. You can also manage recommendations that are already on your profile by clicking the “Edit” icon on that section and toggling to “[Show](#)” or “[Hide](#)” each one. If it’s close but not quite right, you can also request revisions from the person who wrote it.

21. Manage Your Endorsements

Endorsements can be a great way to show off your skills—as long as your profile isn’t overloaded with too many to really send the right message. The secret to making them work for you is keeping your skills updated: As you transition between careers, develop new skills, or take on new responsibilities, drop outdated skills from your profile and add the ones you really want to be known for. Now, when connections land on your page, they’ll only see the most relevant skills.

22. Update Your Status

Just like on Facebook, you can update your LinkedIn status as often as you wish. So, do! Update it professionally and strategically (share the article you just wrote, not what you ate for lunch today), ideally once a week. Your entire network will see your updates, both in their news feeds and in the weekly LinkedIn network updates emails they receive.

23. Become an Author

All users can write and publish their work on the platform. Share your perspective about what’s going on in your field, weigh in on a recent industry development, or show off your skills as a writer. It’s a great way to get noticed.

24. Or Add Your Blog

If you have a WordPress blog, consider using a plugin such as [Social Media Auto Publish](#) or [WP LinkedIn Auto Publish](#) to automatically publish your new posts to LinkedIn.

25. Be a Groupie

LinkedIn Groups are an incredible resource—and they can do wonders for your job search. By joining groups relevant to your profession or industry, you’ll show that you’re engaged in your field. But more importantly, you’ll instantly be connected to people and part of relevant discussions in your field—kind of like an ongoing, online networking event.

26. Have at Least 50 Connections

Having 50 or fewer connections on LinkedIn tells recruiters one of three things: 1) You are a recluse who knows very few people, 2) You’re paranoid about connecting with others, or 3) Technology and social media are scary to you. None of these are good. We’re certainly not suggesting you need to be one of those weirdos who wears your “abnormally large number of connections” like a badge of honor, but you really should have at least 50-100 people with whom you’re connected as a starting point.

27. But Don’t Add People You Don’t Know

If enough people reject your request and say they don’t know you, LinkedIn can shut down your account.

28. Don't Go Overboard

With all the bells and whistles LinkedIn has to offer, and without being limited by the 8.5x11" confines of your resume, it can be tempting to, well, go nuts. And while details are good, there's certainly a thing as too much. Step back, take a look at your profile, and see how it looks to an outside person. Is it enticing—or overwhelming? Edit accordingly.

29. Keep Your Job Search Under Wraps

"Many people don't realize that LinkedIn does have privacy settings—for a reason. 'When you're out looking for a new job, and are actively engaged in your current job, you want to be discreet,' [Nicole] Williams explains. 'A telltale sign to an employer that you're leaving is that you overhaul your profile, connect with recruiters, and have an influx of new people. You can tailor your settings so that your boss doesn't see that you're looking for opportunities.' The privacy settings are easy to find: Just sign in, and then select 'settings' from the drop-down menu, where your name appears in the upper right-hand corner." [LearnVest](#)

30. Make Sure People Can Find You

Don't forget to add your email address (or blog, or Twitter handle, or anywhere else you'd like to be found) to the contact information section of your resume. You'd be surprised how many people leave this off!

31. Be Excited

At the end of the day, the most exciting people to hire are the people who are the most excited about what they do. So, make sure your LinkedIn profile shows your enthusiasm. Join and participate in groups related to your field of expertise. Use your status line to announce stuff you're doing related to your field. Share interesting articles or news. Connect with the leaders in your industry. Fly your cheerleader flag.

Can We Send You a Helpful Email?

More articles like this one, job opportunities you'll actually like, and advice that doesn't sound like it was written in the '80s.

Go

By submitting your email address, you agree to The Muse [Terms of Use](#) and [Privacy Policy](#).

Career Related Websites

WorkItDaily.com – Career and job search blogs & videos. Information on a variety of topics including job search strategies, networking, resumes, interviewing.

CaCareerZone.org – Career assessments, career exploration, resume building and more.

Cacareercafe.com – Self-assessment, career advice, job readiness. Also, information for veterans, entrepreneurs, career changers.

Youtern.com (the Savvy Intern) – Blogs geared for young professionals, as well as the universal population: finding an internship, networking, interviewing, job search strategies, career advice.

PathSource.com – Career exploration, vast on-line video library highlighting 21st century jobs, resume builder and much more.

Gladeo.org – Similar to Pathsource, but simpler format. Explore careers by personality, industry or “spotlights” – stories of those working in a particular job.

Salary.com – Salaries for occupations by geographic area. Job search advice, career exploration, and more.

Careeronestop.org – Information on America’s Job Centers, salary & benefits, career exploration, apprenticeship programs, Job Corps, etc.

Themuse.com – Career advice and guidance, tips on finding your passion, jobs at inspiring companies.

Jobmonkey.com – “The coolest jobs on earth”. Unique, seasonal, unusual, green, high-paying, entry level jobs. Jobs abroad, on cruise ships, working with animals or at beach resorts.

Humanworkplace.com - Guidance on career direction, branding and strategy. Scripts and practical tips for job search, interviewing, entrepreneurship and sticky human workplace topics.

LocalWise.com – Find local FT & PT jobs, internships, free-lance gigs, volunteer opportunities.

TheRevolutionaryClub.com – Find your passion, job search advice, inspiration and motivation.

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How to Answer the 31 Most Common Interview Questions – themuse.com

1. Can you tell me a little about yourself?

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.

2. How did you hear about the position?

Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

3. What do you know about the company?

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission—they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

4. Why do you want this job?

Again, companies want to hire people who are passionate about the job, so you should have a great answer about why you want the position. (And if you don't? You probably should apply elsewhere.) First, identify a couple of key factors that make the role a great fit for you (e.g., "I love customer support because I love the constant human interaction and the satisfaction that comes from helping someone solve a problem"), then share why

you love the company (e.g., “I’ve always been passionate about education, and I think you guys are doing great things, so I want to be a part of it”).

5. Why should we hire you?

This interview question seems forward (not to mention intimidating!), but if you're asked it, you're in luck: There's no better setup for you to sell yourself and your skills to the hiring manager. Your job here is to craft an answer that covers three things: that you can not only do the work, you can deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates.

6. What are your greatest professional strengths?

When answering this question, interview coach Pamela Skillings recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position); and specific (for example, instead of “people skills,” choose “persuasive communication” or “relationship building”). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

7. What do you consider to be your weaknesses?

What your interviewer is really trying to do with this question—beyond identifying any major red flags—is to gauge your self-awareness and honesty. So, “I can't meet a deadline to save my life” is not an option—but neither is “Nothing! I'm perfect!” Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd..

8. What is your greatest professional achievement?

Nothing says “hire me” better than a track record of achieving amazing results in past jobs, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., “In my last job as a junior analyst, it was my role to manage the invoicing process”), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, “In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%.”

9. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

In asking this interview question, “your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you’re hired and Gladys in Compliance starts getting in your face?” says Skillings. Again, you'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

10. Where do you see yourself in five years?

If asked this question, be honest and specific about your future goals, but consider this: A hiring manager wants to know a) if you've set realistic expectations for your career, b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn't necessarily a one-way ticket to your aspirations? It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

11. What's your dream job?

Along similar lines, the interviewer wants to uncover whether this position is really in line with your ultimate career goals. While “an NBA star” might get you a few laughs, a better bet is to talk about your goals and ambitions—and why this job will get you closer to them.

12. What other companies are you interviewing with?

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. “Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,” says job search expert Alison Doyle. “It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'”

13. Why are you leaving your current job?

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive—you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. For example, “I’d really love to be part of product development from beginning to end, and I know I’d have that opportunity here.” And if you were let go? Keep it simple: “Unfortunately, I was let go,” is a totally OK answer.

14. Why were you fired?

OK, if you get the admittedly much tougher follow-up question as to *why* you were let go (and the truth isn't exactly pretty), your best bet is to be honest (the job-seeking world is small, after all). But it doesn't have to be a deal-breaker. Share how you've grown and how you approach your job and life now as a result. If you can position the learning experience as an advantage for this next job, even better.

15. What are you looking for in a new position?

Hint: Ideally the same things that this position has to offer. Be specific.

16. What type of work environment do you prefer?

Hint: Ideally one that's similar to the environment of the company you're applying to. Be specific.

17. What's your management style?

The best managers are strong but flexible, and that's exactly what you want to show off in your answer. (Think something like, “While every situation and every team member requires a bit of a different strategy, I tend to approach my employee relationships as a coach...”.) Then, share a couple of your best managerial moments, like when you grew your team from five to 15 or coached an underperforming employee to become the company's top salesperson.

18. What's a time you exercised leadership?

Depending on what's more important for the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable," says Skillings. "Show how you were a leader in this situation and how it represents your overall leadership experience and potential."

19. What's a time you disagreed with a decision that was made at work?

Everyone disagrees with the boss from time to time, but in asking this interview question, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong," says Peggy McKee of Career Confidential. "Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship."

20. How would your boss and co-workers describe you?

First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview, such as your strong work ethic or your willingness to pitch in on other projects when needed.

21. Why was there a gap in your employment?

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

22. Can you explain why you changed career paths?

Don't be thrown off by this question—just take a deep breath and explain to the hiring manager why you've made the career decisions you have. More importantly, give a few examples of how your past experience is transferrable to the new role. This doesn't have

to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

23. How do you deal with pressure or stressful situations?

"Choose an answer that shows that you can meet a stressful situation head-on in a productive, positive manner and let nothing stop you from accomplishing your goals," says McKee. A great approach is to talk through your go-to stress-reduction tactics (making the world's greatest to-do list, stopping to take 10 deep breaths), and then share an example of a stressful situation you navigated with ease.

24. What would your first 30, 60, or 90 days look like in this role?

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact—and that you're excited to get started.

25. What are your salary requirements?

The #1 rule of answering this question is doing your research on what you should be paid by using sites like Payscale and Glassdoor. You'll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable,

26. What do you like to do outside of work?

Interviewers ask personal questions in an interview to "see if candidates will fit in with the culture [and] give them the opportunity to open up and display their personality, too," says longtime hiring manager Mitch Fortner. "In other words, if someone asks about your hobbies outside of work, it's totally OK to open up and share what really makes you tick. (Do keep it semi-professional, though: Saying you like to have a few beers at the local

hot spot on Saturday night is fine. Telling them that Monday is usually a rough day for you because you're always hungover is not.)"

27. If you were an animal, which one would you want to be?

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..."

28. How many tennis balls can you fit into a limousine?

1,000? 10,000? 100,000? Seriously?

Well, seriously, you might get asked brainteaser questions like these, especially in quantitative jobs. But remember that the interviewer doesn't necessarily want an exact number—he wants to make sure that you understand what's being asked of you, and that you can set into motion a systematic and logical way to respond. So, just take a deep breath, and start thinking through the math. (Yes, it's OK to ask for a pen and paper!)

29. Are you planning on having children?

Questions about your family status, gender ("How would you handle managing a team of all men?"), nationality ("Where were you born?"), religion, or age, are illegal—but they still get asked (and frequently). Of course, not always with ill intent—the interviewer might just be trying to make conversation—but you should definitely tie any questions about your personal life (or anything else you think might be inappropriate) back to the job at hand. For this question, think: "You know, I'm not quite there yet. But I am very interested in the career paths at your company. Can you tell me more about that?"

30. What do you think we could do better or differently?

This is a common one at startups (and one of our personal favorites here at The Muse). Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't

need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

31. Do you have any questions for us?

You probably already know that an interview isn't just a chance for a hiring manager to grill you—it's your opportunity to sniff out whether a job is the right fit for you. What do you want to know about the position? The company? The department? The team?

You'll cover a lot of this in the actual interview, so have a few less-common questions ready to go. We especially like questions targeted to the interviewer ("What's your favorite part about working here?") or the company's growth ("What can you tell me about your new products or plans for growth?")

Flooding the internet with your resume will not land you that next job (or internship).....

3 strategies that will!

1. LinkedIn

Complete your profile & include photo
Create a strong headline
Customize requests to connect
Join groups and contribute content, comments and questions
Use the Job Search feature
Manage your settings
Find answers at LI Help Center or YouTube

2. Bucket List

Identify the top 10 companies where you'd LOVE to work
Check LI for existing connections
Ask your network for introductions; connect with insiders for Informational Interviews
Check out web site for information you can use – events, expansion, "in the news"
Send customized cover letter & resume, or stop in and express interest in employment
Volunteer!

3. Networking

Meet-ups (meetup.com), Chambers of Commerce, Co-work spaces (Impact Hub Oakland), grand openings, job seeker groups, libraries, community events, America's Job Centers (One Stops), gym, dog park
Find common points of interest
Ask how you can be a resource
Be able to articulate the kind of help you need
Follow-up
Bring your networking cards

Be prepared...

Be able to articulate your skills and accomplishments
Know your industry
Exude an enthusiastic and positive attitude
Dress professionally

Set weekly goals. Write them down. Reward yourself as you accomplish them.

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