



Merit University career development services



career



Professional Career Development

At Merit University, we understand that our students are driven, globally minded professionals—often balancing academics with career ambitions. Our Career Development services are designed to integrate academic knowledge with real-world experience and support your next move, whether you're advancing in your current field, transitioning industries, or launching a new venture.

 Personalized Career Advising

- Our career advisors offer one-on-one guidance to help students explore opportunities, assess strengths and interests, and build a career strategy that reflects both personal ambitions and the practical demands of the global business landscape.

 Entrepreneurship Resources

- Students with entrepreneurial aspirations can access resources focused on business planning, funding, and marketing - supporting socially responsible ventures

 Strategic Networking

- Connect with industry leaders, faculty, alumni, and peers through networking events, career panels, and guest lectures. These opportunities open doors to meaningful relationships and global career pathways.

We encourage students to take a proactive and strategic approach to job searching, whether locally or internationally:

- Visit the employment pages of company websites to explore potential openings. Be sure to check their global careers sections for opportunities in your home country, region, or other international locations.
- Don't forget to use your **own network** (family, friends, professors, classmates, etc.) to help you identify sources for informational interviews and networking opportunities.
- Explore non-corporate opportunities, such as those in intergovernmental organizations, NGOs, and academic institutions.
- **Job Search Resources:**
 - [Glassdoor](#)
 - [Myvisajobs.com](#)
 - [Global Jobs](#)
 - [Higher Education Institutions](#)
 - [Independent Intergovernmental Job Search](#)
 - [Independent UN Vacancies List](#)
 - [International Finance Corporation \(IFC\)](#)
 - [International Monetary Fund](#)
 - [International Organizations Careers](#)
 - [The World Bank](#)
 - [The United Nations](#)



Student Insights

Merit University students share their experience navigating their job search journeys. Here, you will find valuable perspectives and best practices that have helped them to succeed. Whether you are just beginning your job search or seeking fresh strategies, these stories aim to inspire and empower you on your path!

Rhea S. – MBA Student, Class of 2024

“When I arrived in Los Angeles, I was unsure how my international background would translate to the American job market. I discovered how to tailor my resume for U.S. employers. Through a university-hosted networking event, I met an alumna who helped me land an internship at a nonprofit focused on economic development. Today, I’m combining my business skills with a passion for global equity. Merit helped me see that my story wasn’t a limitation—it was a unique strength.”



Resume & Cover Letter

Creating a compelling resume and cover letter is a critical step in launching your professional career. At Merit University, we support our students—especially our globally diverse and career-driven community—in building resumes and cover letters that effectively highlight their skills, international experiences, and academic achievements in the field of business and management.

What Makes a Great Resume or Cover Letter?

Whether you're applying for internships, full-time positions, or leadership opportunities, your resume and cover letter should:

- Be tailored to the business world – Highlight analytical thinking, project management, cross-cultural communication, and leadership skills.
- Emphasize both academic and professional experiences – Include coursework, capstone projects, and internships relevant to your career goals.
- Reflect international perspective – Showcase global experience, language proficiency, and intercultural competencies that align with the demands of today's workforce.
- Be clear, concise, and well-structured – Use formatting and language that is professional and easy to follow.

Resume Tips

Start	Start with a strong summary statement that captures your professional profile.
Use	Use action verbs to describe your responsibilities and achievements.
Keep	Keep formatting clean, with clear sections for education, experience, skills, and certifications.
Quantify	Quantify accomplishments whenever possible (e.g., “Increased sales by 15% over one semester”).

Cover Letter Tips

- Customize for each position—refer to the specific company and role.
- Highlight your motivation for applying and how your background aligns with the organization's goals.
- Use a professional tone, but let your personality and passion for business come through.
- Keep it to one page.

Recommended Tools & Resources

Use online platforms, tools, and resources, such as [CVDesignR](#), to help you craft professional, eye-catching resumes and cover letters. Many include templates suitable for business and management careers.



Internship Housing Guide

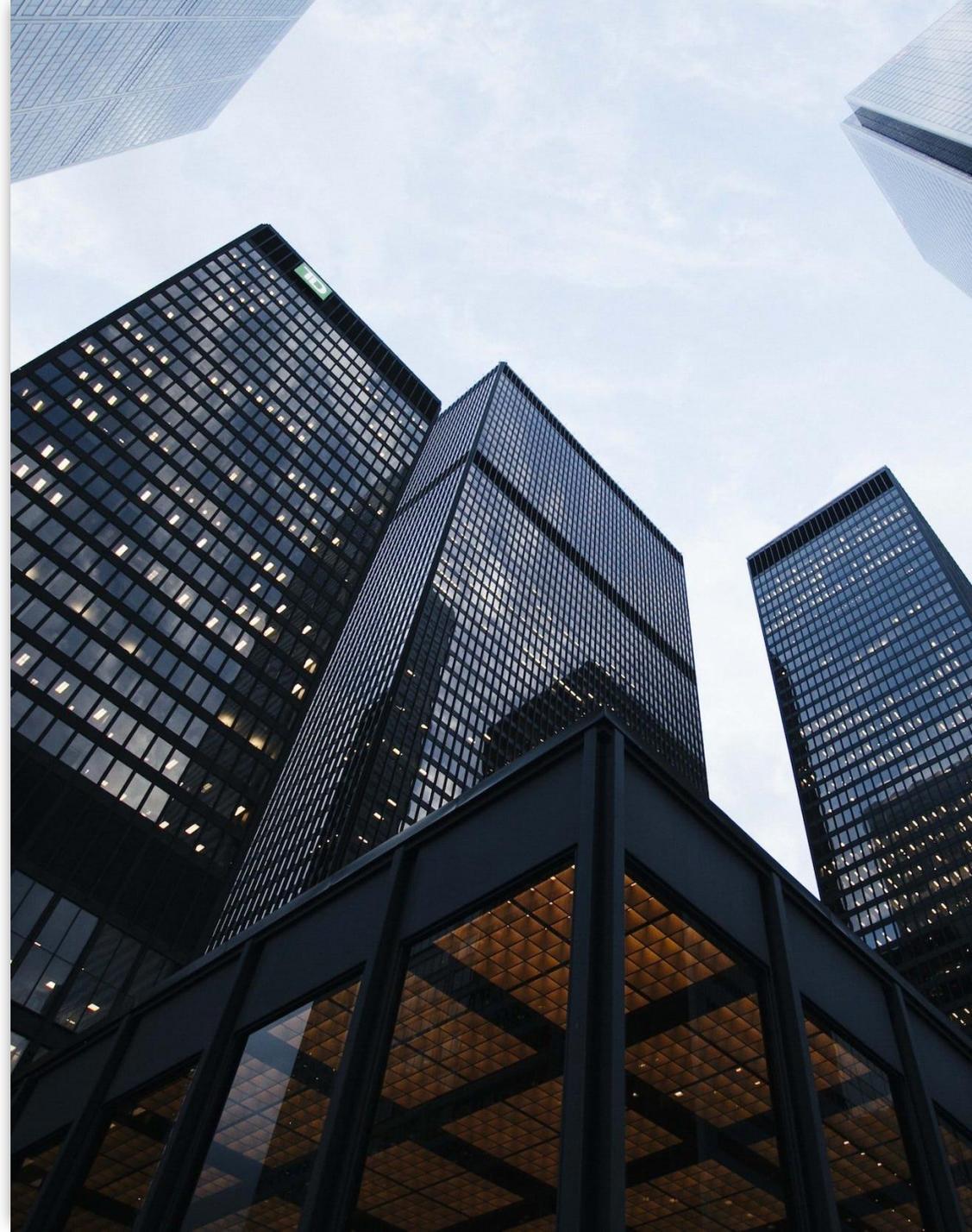
- As you pursue internship opportunities during your time at Merit University, finding comfortable and convenient housing is an important part of your experience. Whether you're coming from abroad or already living in the U.S., we encourage you to explore a variety of housing options that align with your academic, professional, and social goals.



- While there are some programs that offer intern-specific housing, many students successfully find accommodations through general rental platforms. Below are some helpful resources to begin your search:
- **Look Through Apartments or Housing Sites:**
 - [Apartments.com](https://www.apartments.com)
 - [Zillow](https://www.zillow.com)
- **Things to Consider When Searching for Housing:**
 - **Location & Commute:** Is it close to your workplace or public transportation?
 - **Parking Availability:** Do you have access to parking?
 - **Lease Terms:** Are short-term leases or subletting options available?
 - **Furnishings:** Does it come furnished?
 - **Safety:** Is it secure?
 - **Occupancy Rules:** Are there any limits on how many people can live in the unit?
 - **Nearby Amenities:** How close are necessary services? (i.e. grocery stores, metro, laundromats, pharmacies, etc.)
 - **Maintenance:** What maintenance services are offered?
 - **View Before You Commit:** Make sure to see current photos or schedule a walk-through BEFORE paying deposit or full rent.
- **Additional Tips for International Students:**
 - If you're new to Los Angeles, consider connecting with fellow Merit students to share housing or ask for recommendations.
 - Familiarize yourself with local rental laws and tenant rights. [Los Angeles Housing Department](https://www.lahousing.org/) is a helpful resource.
 - Reach out to a Student Services advisor for guidance—we're here to support you in making informed and safe housing decisions.

International

- [Optional Practical Training \(OPT\)](#) and [Curricular Practical Training \(CPT\)](#) provide invaluable hands-on experience for students at Merit University, enhancing their career development by allowing them to apply theoretical knowledge in real-world settings. These programs not only help students build essential skills and expand their professional networks but also increase their employability, aligning with the university's mission to support both academic and professional aspirations while contributing to social development and community-building.



Professional Skills Development

At Merit University, we believe professional success is rooted not only in academic excellence, but also in the ability to present yourself with confidence, clarity, and cultural awareness in a global workplace. Our Career Development services are here to help you build and refine the skills employers value most—across industries and around the world.

Professional Branding & Online Presence

- Developing a strong professional brand is essential in today's job market:
 - Create and optimize **LinkedIn** and other professional profiles
 - Communicate your personal and professional identity with clarity and purpose
 - Network effectively in virtual spaces and build a global professional network
 - Use social media strategically for career advancement

 [Learn more from LinkedIn's guide to interview skills and hiring tips](#)



Interviewing Skills

Gain confidence and polish your communication for every stage of the interview process:

- Understand what employers are looking for in responses
- Practice techniques to clearly express your qualifications and global perspectives
- Prepare for common and behavioral interview questions
- Learn how to handle video, phone, and in-person interviews with professionalism

Business Etiquette & Communication

As you transition from the classroom to the workplace, professionalism matters:

- Master **business etiquette** across cultures and work environments
- Strengthen your **professional communication**—both written and verbal
- Build lasting impressions through clear, respectful, and confident interaction

Workplace Readiness & Professional Growth

Set yourself up for long-term success by developing:

- Effective **negotiation strategies** for salary, roles, and responsibilities
- Techniques for navigating **workplace dynamics** with respect and self-awareness
- Personalized growth strategies to support your evolving professional journey



Dress for Success



First Impressions Matter: How to Dress for Your Job Interview

As you prepare for your professional careers, presenting yourself with confidence and cultural awareness is key. This guide is designed to help our diverse and international student body feel prepared and polished when stepping into the professional world.

Interview Attire Guidelines

Choose Clothing That Is:

- Solid-colored in dark or neutral tones (easier to mix and match)
- Light-colored shirts or blouses underneath are appropriate
- Tailored *or well-fitting*—consider alterations or thrift options
- Clean, wrinkle-free, and in good condition (no visible wear or damage)

Shoes Should Be:

- Closed-toe dress shoes or modest heels
- Clean and simple in design

Skirts and Dresses:

- Should be at least knee-length for professional settings

Grooming and Accessories

- Be neat, well-groomed, and presentable
- Avoid strong perfumes or colognes
- Keep jewelry minimal and understated
- Recommended items: Padfolio or folder, pen, and copies of your resume

Final Tip

- **Research the company**—its culture, values, and dress norms. Aligning with their expectations shows respect and preparation.

Introductions: Your Personal Elevator Pitch

At Merit University, we believe that professional communication is a cornerstone of success. Our diverse and globally minded graduate student body is preparing not just for careers, but for lifelong impact in the international business community. One essential tool for advancing those goals is the elevator pitch—a powerful, short-form introduction that can open doors to professional opportunities.

What Is an Elevator Pitch?

- An elevator pitch is a **30–60 second summary** of your background, skills, goals, and what makes you unique. The idea is to communicate this during the time it might take to ride an elevator—concise, engaging, and memorable. Think of it as your personal commercial—one that captures attention and leaves a lasting impression.
- Whether you're speaking with a recruiter at a job fair, introducing yourself in a class, or meeting a professional at an industry event in downtown Los Angeles, your elevator pitch allows you to make a strong first impression. For international students especially, it provides a structured and confident way to begin conversations in unfamiliar professional environments.

Why It Matters

Your personal pitch can help you:

- **Clarify your goals** and communicate them with confidence
- **Stand out** from the crowd with a focused and professional message
- **Build connections** that align with your academic and career aspirations
- **Translate your experiences**—both academic and cultural—into marketable strengths



Crafting Your Pitch

Your pitch should feel natural, focused, and tailored to your audience. Here's a basic structure to get started:

1. **Who you are:** Start with your name and current role (e.g., graduate student in business management at Merit University).
2. **What you do or are studying:** Share your area of study or professional interest.
3. **What you're looking for:** Mention your goals (e.g., internship, job, mentorship).
4. **What makes you unique:** Highlight your strengths, experience, or passions.
5. **Call to action or engagement:** Invite a conversation or exchange of ideas.

Elevator Pitch Examples

- Salesforce. *How to Make a Good Elevator Pitch: 6 Tips and Examples.* <https://www.salesforce.com/ap/blog/elevator-pitch/>
- Salesforce. *Elevator Pitch Examples to Inspire Your Own.* <https://www.salesforce.com/blog/elevator-pitch-examples/>
- Rezi. *Best Elevator Pitch Examples for 2024.* <https://www.rezi.ai/posts/elevator-pitch-examples>

Tips for Delivering Your Pitch

- **Practice aloud** to improve comfort and fluency.
- **Keep it conversational**—adjust your message depending on who you're speaking to.
- **Adjust for your audience**—highlight what's most relevant to the listener.
- **Be authentic**—let your personality and passion show.

Meal Etiquette: Professionalism at the Table

At Merit University, we believe that professional success is shaped not only by academic achievement but also by the ability to connect and communicate effectively in diverse settings. Understanding and practicing proper dining etiquette can significantly impact the overall impression you make on potential employers.

- **First Impressions Matter:** Dining interviews often occur in relaxed settings, but they still carry the weight of a professional meeting. Displaying good manners shows you understand professional norms and are capable of representing yourself—and by extension, your future employer—with poise in any social context.
- **Embrace Cultural Awareness:** Understanding diverse dining customs reflects respect and global sensitivity.
- **Focus on Communication:** Sharing a meal is an opportunity to highlight more than your qualifications. Practicing good etiquette minimizes distractions and helps you engage in thoughtful, meaningful conversation—key to forming strong professional relationships.
- **Demonstrate Professionalism:** Simple gestures—such as using the correct utensils, politely interacting with waitstaff, or refraining from checking your phone—convey attention to detail and respect for others, both of which are foundational to professional excellence.
- **Building Relationships:** Dining together offers a chance to connect on a personal level. Using proper etiquette reinforces your capability to connect meaningfully, which is an essential part of any professional relationship.

Students are encouraged to approach every opportunity—from the classroom to the dining table—as a chance to grow, lead, and contribute to a more respectful and connected world. Practicing appropriate etiquette not only enhances your personal presentation but reflects the values of respect, professionalism, and global citizenship that define the Merit University experience.

