

CAREER GUIDE – INTERNATIONAL BUSINESS

International Business jobs are found in corporate, public sector, and non-profit organizations. Many organizations either currently conduct business internationally or are considering it. Knowledge gained in your program can be used across many different functional areas.

Career To Do List

First Year



- Take MGMT 1200: Career & Professional Development, first or second semester

Sophomore



- Select classes and projects that will help you build your knowledge and experience
- Explore career options and work with BCC to develop resume and LinkedIn profile Determine knowledge/experience gaps to fill in your Junior and Senior years
- Join at least one student club and attend club meetings and events

Junior



- Take International Business and general business classes to build on your career plan
- Fine-tune resume & LinkedIn profile with new project experience; attend BCC Workshops
- Attend Career Fairs and Employer Spotlights; target companies who do business internationally
- Apply for international internships through CU Denver Global Education Study Abroad Program (some summer internships are filled by December)
- Apply for a student club committee and help organize an event, it's great experience

Senior



- Consider an additional internship and fill experience gaps with academic projects; keep your eye on job postings, target employers and roles
- Update your resume and LinkedIn profile; attend an Interview Prep Workshop, Employer Spotlights, and Career Fairs – develop your network and refresh your connections
- Apply for a student club leadership role; benefit from the experience & networking

ADDITIONAL INTERNATIONAL BUSINESS CAREER INFORMATION

www.wto.org | www.fita.org | www.state.gov | www.ibcircle.com | www.wtcdenver.org | www.choosecolorado.com | business.ucdenver.edu/bcc (Going Global)

IN DEMAND SKILLS

Business Writing – Professional emails, reports, presentations – ‘business writing’ not ‘academic writing’
Foreign Language Skills
Continuous Learning – Self-motivated approach to staying current in your field
Strong Excel, Word, and PowerPoint Skills – deliverables must be professional with well written content
Knowledge of US trade laws and agreements

INTERNATIONAL BUSINESS – CERTIFICATIONS AND LICENSES

Project Management Professional (PMP); Certified Associate in Project Management (CAPM)
Six Sigma Green Belt
Certified in Production and Inventory Management (APICS CPIM)
Certified Export Specialist (CES)
Certified Customs Specialist (CCS)
Certified International Trade Finance Specialist (CITFS)
Certified International Trade Professional (CITP)
Certified Global Business Professional (CGBP)



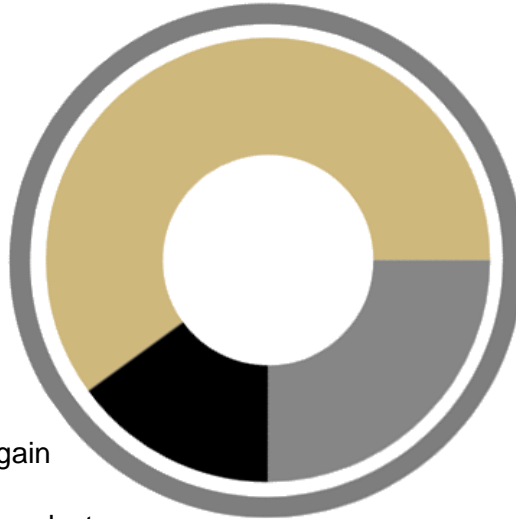
Preparation is Key to Career Success

Academic

Take great classes and complete projects in your area of emphasis. Work with your Academic Advisor to make sure you are on track.

Internships

Business internships will help you gain skills and get a great job when you graduate. Target companies that conduct business internationally.



Career Prep

It is important to learn how to excel in the job search process. It will help you get the job you deserve and will help you throughout your career. Your first job will not be your last job.

INTERNATIONAL BUSINESS CLUBS

Join any of the 14 student clubs at the CU Denver Business School
Attend club events, Employer Spotlights, and Career Fairs to network with employers

INTERNATIONAL BUSINESS JOB TITLES

– EARLY CAREER

Banker
Contract Administrator
Customer Service Representative
Foreign Currency Investment Adviser
Foreign Sales Representative
Foreign Service Officer
Human Resource Administrator
Import | Export Coordinator
Inventory Specialist
Investment Services Representative
Logistics and Sourcing Coordinator
Meeting and Convention Planner
Operations Assistant
Product Manager
Project Manager
Purchasing Agent | Supply Chain
Sales Support | Account Manager
Trade Specialist
Translator

INTERNATIONAL BUSINESS EMPLOYERS

Public and Private Corporations
Small Businesses
Startups
Import | Export Companies
Marketing Agencies
Banks, Financial | Investment Services
Government Agencies and Universities
Non-Government Organizations
Non-Profit Organizations
Public Accounting Firms
Marketing Consulting Firms
Management Consulting Firms
US Department of State; Offices of International Trade



BUSINESS SCHOOL
BUSINESS CAREER
CONNECTIONS