### GETTING STARTED AT THE CPDC

A first year student’s guide to the Career and Professional Development Center

#### Career Fairs

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EncompassCMU-Fall</td>
<td>September 19th</td>
<td>10:00 - 5:00</td>
<td>Wiegand Gym</td>
</tr>
<tr>
<td>Technical Opportunities Conference (TOC)</td>
<td>September 11th - 13th</td>
<td>10:00 - 5:00</td>
<td>Wiegand Gym</td>
</tr>
<tr>
<td>Spark: Startups and Emerging Companies</td>
<td>October 12th</td>
<td>10:30 - 3:00</td>
<td>Rangos</td>
</tr>
<tr>
<td>EncompassCMU-Spring</td>
<td>February 6th - 7th</td>
<td>10:00 - 5:00</td>
<td>Wiegand Gym</td>
</tr>
<tr>
<td>Creative Arts Opportunities Conference (CAOC)</td>
<td>February 22nd</td>
<td>2:30 - 6:00</td>
<td>Wiegand Gym</td>
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</tbody>
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#### Additional Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CPDC Open House</td>
<td>August 25th</td>
<td>2:00 - 4:00</td>
<td>West Wing 2nd Floor</td>
</tr>
<tr>
<td>Student Employment Orientation</td>
<td>August 25th</td>
<td>1:00 - 2:00</td>
<td>Connan Room</td>
</tr>
<tr>
<td>Internship Showcase</td>
<td>January 25th</td>
<td>4:30 - 6:30</td>
<td>Rangos</td>
</tr>
<tr>
<td>Jumpstart</td>
<td>February 5th</td>
<td>5:00 - 7:30</td>
<td>Rangos</td>
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#### CPDC Fall Workshops

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes (advanced &amp; beginner)</td>
<td>August 31st</td>
<td>5:30 - 6:30</td>
<td>Rangos 2 &amp; 3</td>
</tr>
<tr>
<td>Career Fair Prep</td>
<td>September 5th</td>
<td>5:30 - 6:30</td>
<td>McConomy</td>
</tr>
<tr>
<td>Interviewing</td>
<td>September 6th</td>
<td>5:30 - 6:30</td>
<td>McConomy</td>
</tr>
<tr>
<td>Elevator Pitch Practice</td>
<td>September 7th</td>
<td>5:30 - 6:30</td>
<td>Rangos 2 &amp; 3</td>
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</table>

Additional workshops are offered in first year residence halls by our Career Peer Mentors throughout the year.

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### Important Dates

#### First Year Checklist for Success

Completing the steps below should help put you on the right track for a successful undergraduate experience at CMU!

- Attend a Career Peer Mentor (CPM) led event in your residence hall.
- Schedule and attend a CPDC 101 appointment.
- Write a first draft of your resume to review with your consultant.
- Research career resources the CPDC has available.
- Attend an info session on campus (look for these on Handshake).
- Schedule an appointment with your career consultant.
- Reach out to an alumni or employer.

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**Carnegie Mellon University**

Career & Professional Development Center

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About Us

The CPDC wants our incoming students to be as successful as possible once they get to campus! Our office has a variety of programs that have been created specifically with our first-year students in mind, and this guide will help you to get a better idea about what the CPDC has to offer before you even make your first appointment.

Our Programs

**Careers for First Years** - Workshops run by students that take place in first-year residence halls. They cover resume writing, cover letters, elevator pitch practice, career fair preparation, and other common questions.

**CPDC 101** - Appointments for students who are new to the CPDC. A member of our staff, or a Career Peer Mentor, will walk you through relevant resources and tools available to you through the career center.

**Internship Showcase** - Connect with other students to learn what a great internship experience can do for your job search.

**Jumpstart** - A networking fair for freshmen and sophomores only. Connect with employers and find out what they're looking for when hiring for jobs and internships.

**Take a Tartan to Work** - A job shadowing program that provides opportunities for undergraduate students to explore career fields by visiting a host professional at their business or organization for one day.

**Tartan Talks** - An informational interviewing program for undergraduate students who wish to connect with CMU alumni and gather information about a job, career field or company culture.

**Summer Internship Experience Fund (SIEF)** - A scholarship of up to $2,500 available to students participating in a low-paying or unpaid summer internship located in the United States.

“*I feel very confident in my interest in this field thanks to the work I have been able to do over the summer. Since less student researchers are employed over the summer months, I have had extremely valuable one-on-one time with mentors.*”

**Dozzi Scholarship** - A $1,500 scholarship available to ten students who wish to stay in the Pittsburgh area to complete a summer internship.

“*I have had an amazing summer with my internship as it has allowed me to make a difference in the community and throughout the country while also gaining important experience for my future endeavors.*”

Handshake

**Handshake** is the CPDC’s recruiting platform that allows students to:
- Schedule appointments with career consultants
- View and RSVP for career fairs and other career events
- Search and apply for both on- and off-campus jobs and internships
- Sign up for on-campus interviews
- Research employers and organizations that recruit at CMU
- Upload your resume/cover letter for employers to view

Once you receive your Andrew ID and create a password, you will be able to log-in to Handshake with that information.

Log-in at: [cmu.joinhandshake.com](http://cmu.joinhandshake.com)

**On-Campus Employment**

Considering working on-campus during the semester? On-campus employment is a great way to earn money while at school, and also to develop professional skills that can help you in your future. Some important things to keep in mind are:
- All students can work on campus, however, certain jobs are available only to students with Work-Study
- Students are responsible for finding and applying for their own jobs.
- Campus jobs are posted on Handshake.

You can find more information at [https://goo.gl/PkcU81](https://goo.gl/PkcU81)