UPDATE/CREATE YOUR PERSONAL CAREER DOCUMENTS

Step 1:
• Write/Update your Resume
• Write/Update a Cover Letter
• Update/Create your LinkedIn Profile

GET ORGANIZED

Step 2:
• Create an “Application Tracker” Spreadsheet or Folder
• Include (1) Name of Company, (2) Name of Position, (3) URL where you applied, (4) date you applied, (5) any contact information of people you spoke to at the company and (6) notes section (7) follow-up actions

FIND JOBS ONLINE

Step 3:
• Find 30 Jobs you want to apply to and enter them into your “Application Tracker”
• Categorize those 30 jobs into 3 categories:
  10 First Choice Jobs: qualified and really excited about the role
  10 Second Choice Jobs: qualified but neutral about the role
  10 Third Choice Jobs: “back-up” options

TAILOR YOUR RESUME AND COVER LETTER TO YOUR TOP JOBS

Step 4:
• Use job descriptions to tailor your resume and cover letter to specific roles – focusing first on your “First Choice” jobs and next on your “Second Choice” jobs, then lastly on your "Third Choice" jobs
• Find important “key words” or specific qualifications in the job descriptions that you want to include in your resume and cover letter
• Ensure that your resume and cover letter highlight your most relevant experiences that apply directly to those jobs

APPLY ONLINE

Step 5:
• Use your “tailored” version of your resume to apply to your top 20 jobs
• Use your “general” resume and cover letter versions to apply to your 10 Third-Choice Jobs

MAKE CONNECTIONS

Step 6:
• Use LinkedIn and CareerShift to find 2 people that work in Human Resources and/or Recruiting at every company in your top 20 jobs, and send them an email or LinkedIn Message
• Example of what to search in LinkedIn: [Name of Company] + Recruiting; OR [Name of Company] + Human Resources
• Examples of LinkedIn/Email Communication: "Hello, My Name is (name). I am a student at CMU. I applied for (name the position) on your website and would like to discuss my interest in this role."
• Schedule an appointment with you Career Consultant to discuss other networking approaches

PRACTICE INTERVIEWING

Step 7:
• Schedule an appointment with your Career Consultant to practice your interviewing skills
• Glassdoor: Log into Handshake, located in Resources – search company reviews, see company interview questions
• After your interview, send an email “Thank You” message to everyone you met with.

FOLLOW UP WITH EMPLOYERS

Step 8:
• If you have not heard back within 2 weeks of applying, follow up with any contacts you have at the company OR find 1 or 2 new contacts to reach out to at that company.
• Use LinkedIn and the CMU Alumni Directory to find alumni who work at those companies and connect/message/email them
College of Engineering – Internship/Job Search Process 2019-2020 (cont’d)

Resources to find job/internship postings:
- Handshake http://cmu.joinhandshake.com
- Internships - www.internships.com
- Engineering Jobs - www.engineerjobs.com
- College Grad - http://www.collegegrad.com/
- Indeed - http://www.indeed.com/

Resources to find companies:
- CareerShift: Log into Handshake, click on Career Center, then find Resources
  - Search my companies by industry, location, and company size (contact names are available)
- Leadership/Rotational Job Opportunities www.cmu.edu/career - click on Browse Resources, College of Engineering-Undergraduate, and “Corporate Leadership Development Programs”
- D&B Hoover's Database (87 million companies) https://guides.library.cmu.edu/az.php?a=d
- Reference USA http://www.library.cmu.edu/find/databases/title/R
- LexisNexis Corporate Affiliations http://www.library.cmu.edu/find/databases/title/L (international firms)
- GoinGlobal: Log into Handshake, click on Resources
  - For international students: click on H-1B Info (and H-1B plus) to view list of employers who have recently hired and sponsored for an H-1B Visa
  - If seeking opportunities abroad, check country guides and job listings
- Internship and Job Information of Past CIT Students
- Buzzfile: www.buzzfile.com – search companies by name and/or major, industry listings, and more

Follow Up – Make Connections
- LinkedIn: create a detailed profile with a professional picture and connect with people
  - Join the CMU Alumni Association group https://www.linkedin.com/groups/2221
  - Alumni tool: http://www.linkedin.com/alumni - search CMU alumni by location, company, occupation
- Key Phrases to Use with alumni and your network:
  - “Could you recommend tips for how to best apply?” or
  - “Could you recommend someone that I could send my resume to?”

Interviewing Resources
- Interviewing Tips

CPDC – Advising Center (West Wing, 2nd Floor)
- Schedule an appointment to meet with a Career Consultant by logging into Handshake
- Drop-ins: for quick questions/resume reviews on M-F, 11:30 am-1:30 pm (first come, first serve)

Your Engineering Career Consultants for Undergraduate Students
- BME, CEE, ChemE: Amanda Halula ahalula@andrew.cmu.edu
- ECE, EPP, MSE: Ray Mizgorski raymizgo@andrew.cmu.edu
- MechE: Lisa Dickter dickter@andrew.cmu.edu