

Important Dates

Career Fairs

Encompass -Fall	September 12th	10:00 - 5:00 Wiegand Gym
Technical Opportunities Conference (TOC)	September 24th - 26th	10:00 - 5:00 Wiegand Gym
Spark: Startups and Emerging Companies	October 25th	10:30 - 2:30 Rangos
Encompass - Spring	February 5th - 6th	10:00 - 5:00 Wiegand Gym
Creative Arts Opportunity Conference (CAOC)	February 21st	2:30 - 6:00 Wiegand Gym

Additional Events

CPDC Open House	August 24th	2:00 - 4:00 West Wing 2nd Floor
Student Employment Orientation	August 24th	1:00 - 2:00 2:30 - 3:30 Connan Room
Internship Showcase	January 24th	4:30 - 6:30 Rangos
Jumpstart	February 4th	5:00 - 7:30 Rangos

CPDC Fall Workshops

Resumes (advanced & beginner)	August 30th	4:30 - 5:30 Rangos 2 & 3
Career Fair Prep	September 4th	4:30 - 5:30 McConomy
Interviewing	September 5th	4:30 - 5:30 McConomy
Elevator Pitch Practice	September 6th	4:30 - 5:30 Rangos 2 & 3

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

First Year Checklist for Success

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

- CAREERLAUNCH online learning module.
- 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.

GETTING STARTED

AT THE CPDC



A first year student's guide to the Career and Professional Development Center at CMU

Career & Professional Development Center

5000 Forbes Avenue
West Wing, 2nd Floor
Pittsburgh, PA 15213
412.268.2064

career@andrew.cmu.edu
www.cmu.edu/career

Carnegie Mellon University

Career & Professional Development Center

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.

Handshake

Handshake is the CPDC's recruiting platform that allows students to:

- Schedule an appointment with a Career Consultant.
- Upload a resume/cover letter for employers to view.
- Search and apply for both on- and off-campus jobs and internships.
- Sign up for on-campus interviews.
- View and RSVP for career fairs and career events.

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/login



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.

"I am genuinely grateful for this opportunity. Not only did I learn more about the field, I also forged some personal relationships with my host and other workers in the company."

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.

"I explained my concerns about not being specialized in my area and my host helped me reconstruct my job search approach so that I could emphasize my interdisciplinary education."

Dozzi Scholarship - A \$1500 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."

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, but 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:

<http://bit.do/oncampus>