Important Dates

<table>
<thead>
<tr>
<th>Career Fairs</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encompass - Fall</td>
<td>September 12th</td>
<td>October 25th</td>
</tr>
<tr>
<td>Technical Opportunities Conference (TOC)</td>
<td>September 24 - 26th</td>
<td>February 1 - 3rd</td>
</tr>
<tr>
<td>Spark: Startups and Emerging Companies</td>
<td>October 25th</td>
<td>May 1st-4th</td>
</tr>
<tr>
<td>Encompass - Spring</td>
<td>February 5th - 6th</td>
<td>May 1st-4th</td>
</tr>
</tbody>
</table>

Additional Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPDC Open House</td>
<td>August 24th</td>
<td>West Wing 2nd Floor</td>
</tr>
<tr>
<td>Student Employment Orientation</td>
<td>August 24th</td>
<td>Connan Room</td>
</tr>
<tr>
<td>Internship Showcase</td>
<td>January 24th</td>
<td>Rangos</td>
</tr>
<tr>
<td>Jumpstart</td>
<td>February 4th</td>
<td>Rangos</td>
</tr>
<tr>
<td>CPDC Fall Workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resumes (advanced &amp; beginner)</td>
<td>August 30th</td>
<td>Rangos 2 &amp; 3</td>
</tr>
<tr>
<td>Career Fair Prep</td>
<td>September 4th</td>
<td>McConomy</td>
</tr>
<tr>
<td>Interviewing</td>
<td>September 5th</td>
<td>McConomy</td>
</tr>
<tr>
<td>Elevator Pitch Practice</td>
<td>September 6th</td>
<td>Rangos 2 &amp; 3</td>
</tr>
</tbody>
</table>

Getting Started at the CPDC

Carnegie Mellon University
Career & Professional Development Center

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

5000 Forbes Avenue
West Wing, 2nd Floor
Pittsburgh, PA 15213
412.268.2064
career@andrew.cmu.edu
www.cmu.edu/career

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.

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

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: