

## Important Dates

Career Fairs		
Encompass – Fall	September 12 <sup>th</sup>	10:00–5:00 Wiegand Gym
Technical Opportunities Conference (TOC)	September 24 <sup>th</sup> –26 <sup>th</sup>	10:00–5:00 Wiegand Gym
Spark: Startups and Emerging Companies	October 25 <sup>th</sup>	10:30–2:30 Rangos
Encompass – Spring	February 5 <sup>th</sup> –6 <sup>th</sup>	10:00–5:00 Wiegand Gym
Creative Arts Opportunities Conference (CAOC)	February 21 <sup>st</sup>	2:30–6:00 Wiegand Gym
Additional Events		
CPDC Open House	August 23 <sup>rd</sup>	2:00–4:00 West Wing (2 <sup>nd</sup> Floor)
Student Employment Orientation	August 23 <sup>rd</sup>	1:00–2:00 2:30–3:30 Connan Room
Internship Showcase	January 23 <sup>rd</sup>	4:30–6:30 Rangos
Jumpstart	February 3 <sup>rd</sup>	5:00–7:30 Rangos
CPDC Fall Workshops		
Elevator Pitch Practice	September 3 <sup>rd</sup>	4:30–5:30 Rangos 1
Resumes (Beginners and Advanced)	September 5 <sup>th</sup>	4:30–5:30 Rangos 1 & 2
Career Fair Prep	September 10 <sup>th</sup>	4:30–5:30 McConomy
Interviewing	September 12 <sup>th</sup>	4:30–5:30 McConomy

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



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[www.cmu.edu/career](http://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](http://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>