



## WINTER BREAK CAREER GUIDE

*While winter break is an excellent time to recharge, it's also a valuable opportunity to catch up on your career goals. Below are several ideas for making the most of your break, but you don't need to do everything! Focus on 2 or 3 categories that best align with your current needs and goals.*

### COMPLETE SHORT-TERM EXPERIENCES

#### PARKER DEWEY MICRO-INTERNSHIPS

Often, students and employers may not have time to engage in full-length internships. That said, micro-internships through [Parker Dewey](#) are a great way to gain skills in a fraction of the time.

#### FORAGE VIRTUAL EXPERIENCES

Gain skills that employers want by completing free projects on [Forage.com](#) from real companies. A certificate of completion is provided for each finished project.

#### LINKEDIN LEARNING SKILL CERTIFICATES

Earn skill certificates on any topic ranging from web design to Python to project management on [LinkedIn Learning](#), which you can access for free using your Andrew ID.

#### VOLUNTEERISM

Helping your community is a great way to gain skills while also building your network. Choose an organization whose mission motivates you, and focus on how to develop skills that boost your resume and future career.

### APPLY FOR JOBS & INTERNSHIPS

Employers continue to post internships and full-time jobs on Handshake (and [other job posting sites](#)) over winter break, so start/continue your application process and be persistent. Below are 6 steps for streamlining your search.

- 1) Tailor your resume and cover letter before applying; we can help!
- 2) Use Handshake (or other [job boards](#)) to identify opportunities.
- 3) Apply and keep track of your application information (e.g., date, job title, job description link, next steps, etc.).
- 4) Ask your Career Consultant about following up on your applications via LinkedIn or CareerShift.
- 5) Review [college-specific resources](#) to enhance your process.
- 6) [Funding opportunities](#) exist for low-paid/unpaid internships, so be sure to consider unpaid experiences if your individual degree program allows it.

#### DID YOU KNOW?

***Career Consultants are available over winter break! Schedule an appointment through Handshake to meet with us about your resume, networking, job/internship searching, or any other career topic.***



## BUILD YOUR BRAND & NETWORK

### ONLINE REPUTATION

Start by Googling your name to see what images and search results appear. If anything appears unfavorable, then work to correct your information. One way to do so is by adjusting the privacy settings and content within your social media accounts. If it's public, then recruiters are likely to see it.

### LINKEDIN PROFILE

Over 95% of recruiters use LinkedIn, so take the time to create a professional online presence. Is your profile complete? Write a personal branding statement, upload a photo, and add rich media to your experience/project sections. Your Career Consultant is available to review your profile and provide suggestions.

### NETWORKING TOOLS

Cultivate your professional network using [CareerShift](#) and LinkedIn to contact alumni, former colleagues, and professionals working in your target industries. CMU alumni can be easily found through [CMU's LinkedIn page](#), which is sortable by location, job title, and company. With LinkedIn and CareerShift, you can also request [informational interviews](#) with specific individuals for further exploration and learning. Beyond online tools, consider networking with your more experienced peers at [Internship Showcase](#) on January 21: more details to come!

## PARTICIPATE & ENGAGE

Remember that you don't need to participate in every opportunity. Instead, choose a couple events that best align with your current needs and goals. More information regarding the following opportunities will be shared via email.

- 1) Connect with alumni/professionals through [Tartan Talks](#) (opens on 1/11).
- 2) Attend [Internship Showcase](#) (1/21) to learn about your peers' past internships and how they navigated the internship search process.
- 3) Attend [Jumpstart](#) (1/26 & 1/27), which is a networking event designed for freshmen and sophomores. All majors are welcome to participate.
- 4) Meet with recruiters during the [Spring Encompass](#) career fair (1/26 & 1/27).
- 5) The CPDC will be featuring a number of workshops and panels during January 2021, so be sure to review [Handshake Events](#) for details soon. Sessions will include Future of Work Panels, Virtual Career Fair Prep, and Networking Skills: Beyond the Basics.

## REVIEW OUR RESOURCES

### CPDC WEB TOOLS

The Career & Professional Development Center has developed extensive [Career Launch modules](#), [handouts](#), and [videos](#) on a number of topics. Please schedule an appointment through Handshake with your Career Consultant to further discuss any of these career-related topics.