

Important Dates

Career Fairs

Technical Opportunities Conference (TOC)	September 16th - 18th	10:00 - 5:00 Weigand Gym
Encompass - Fall	September 24th	10:00 - 5:00 Weigand Gym
Spark: Startups and Emerging Companies	October 24th	12:30 - 4:00 Rangos
Encompass - Spring	February 4th-5th	10:00 - 5:00 Weigand Gym
Creative Arts Opportunity Conference (CAOC)	February 20th	2:30 - 6:00 Weigand Gym

Additional Events

CPDC Open House	August 23rd	2:00 - 4:00 West Wing (2nd Floor)
Student Employee Orientation	August 23rd	1:00 - 2:00 2:30 - 3:30 Connan Room
Internship Showcase	January 23rd	4:30 - 6:30 Rangos
Jumpstart	February 3rd	5:00 - 7:30 Rangos

CPDC Fall Workshops

Elevator Pitch Practice	September 3rd	4:30 - 5:30 Rangos 1
Resumes (Beginners & Advanced)	September 5th	4:30 - 5:30 Rangos 1&2
Career Fair Prep	September 10th	4:30-5:30 McConomy
Interviewing	September 12th	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!

1. CAREERLAUNCH online learning module
2. Attend a Career Peer Mentor (CPM) lead event in your residence hall
3. Schedule and attend a CPDC 101 appointment
4. Write a first draft of your resume to review with your consultant
5. Research the career resources the CPDC has available
6. Attend an info session on campus (look for these on Handshake)
7. Schedule an appointment with your career consultant
8. Reach out to an alumni or employer

Carnegie Mellon University
Career & Professional
Development Center

GETTING STARTED AT THE CPDC

A first year's guide to the Career and Professional Development Center at Carnegie Mellon



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www.cmu.edu/career

About Us

The CPDC wants our incoming students to be as successful as possible once they get here! Our office has a variety of programs that have been created specifically with our first-year students in mind. 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 appointments with career consultants
- 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.

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.

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.

Dozzi Scholarship - A \$1,500 scholarship available to ten students who wish to stay in the Pittsburgh area to complete a summer internship.

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 eligibility.
- Students are responsible for finding and applying for their own jobs.
- Campus jobs are posted on Handshake.

CMU GROW®

GROW (or the Guided Reflection on Work) is a nationally recognized model that allows for brief, structured conversations between student staff and supervisors about the connections between work and academics.



Learning. Growth. Career Readiness.