

Important Dates

(Post September 2019)

Career Fairs

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
Energy Career Fair	March 23rd	2:00 - 5:00 Weigand Gym

Additional Events

Internship Showcase	January 23rd	4:30 - 6:30 Rangos
Jumpstart	February 3rd	5:00 -7:30 Rangos

CPDC Spring Workshops

Elevator Pitch Practice	January 29th	4:30 - 5:30 McKenna-Peter-Wright Rooms
Resumes (Beginners & Advanced)	January 30th	4:30 - 5:30 Rangos 1&2
Career Fair Prep	January 23rd	4:30-5:30 Connan
Interviewing	January 28th	4:30-5:30 Connan

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 (in Canvas)
- 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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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.

Carnegie Mellon University
Career & Professional
Development Center

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.



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.

