SUMMER BREAK CAREER GUIDE

While summer 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, paid 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 summer break, so start/continue your application process and be persistent. Below are steps for streamlining your search.

- Learn about yourself, your skillset, and explore satisfying occupations with the PathwayU assessment.
- Tailor your resume and cover letter before applying; we can help!
- Use Handshake (or other job boards) to identify opportunities.
- Apply and keep track of your application information (e.g., date, job title, job description link, next steps, etc.).
- Ask your Career Consultants about following up on your applications via LinkedIn or CareerShift.

DID YOU KNOW?

Career Consultants are available over summer 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 detailed descriptions 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 CMUniverse and CMU's LinkedIn page, both of which are 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.

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.

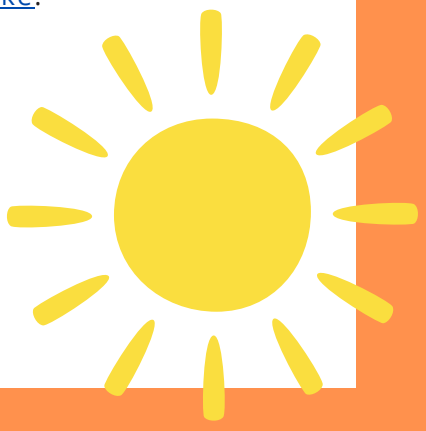
- The CPDC will be featuring a number of employer connection events, workshops and panels during the summer, so be sure to review Handshake Events for details soon.

REVIEW OUR RESOURCES

CPDC ONLINE TOOLS

The Career & Professional Development Center has developed extensive Career Launch modules, Resource Library, 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.

UPDATE YOUR RESUME

We are available to host in-person and virtual resume reviews throughout the summer. Set a meeting with your Career Consultant on Handshake!

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