

## Master of Science in Technology Ventures

### Career and Professional Development & Internship Roadmap

During their time in Pittsburgh, Master of Science in Technology Ventures students will be advised to take advantage of various resources offered by the Career and Professional Development Center (CPDC) in Pittsburgh.

The purpose of this roadmap is to:

- Strengthen your career and professional development skills
- Assist you during your current summer start-up internship search
- Prepare you for a successful full-time job search

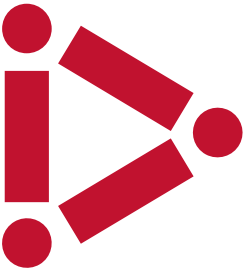
MSTV students who have taken advantage of CPDC resources in Pittsburgh (and continue to take advantage of CMU-SV Career Services offerings once in Silicon Valley) are found to be more successful during their full-time job search.

Whether you are an MSTV-Dual student (starting in Fall) or MSTV-Direct student (starting in Spring), it will be important to achieve all of these milestones before transitioning to Silicon Valley.

#### **Milestone 1: Complete CPDC Career Modules**

**Before the start of your program, you should receive an invitation to access the CPDC's *College of Engineering Career Preparation Modules via Canvas*.** You will be required to complete these Canvas modules by the end of the fall term (MSTV-Dual students) or spring term (MSTV-Direct students).

These modules are an important introduction to CPDC's resources and also offer an introduction to resume writing, networking and leveraging LinkedIn, and expectations for conducting an ethical job search.



### **Milestone 2: Attend a Start-Up Action Plan Advising Meeting with Sheryl Root**

Prior to the start of the program, students will be asked to submit information about your background & interests. In September (for MSTV-Dual students) & January (for MSTV-Direct students), Sheryl Root (Program Director) and Leia Delabahan (Academic Advisor) will be scheduling 1:1 meetings with all incoming students. During these 30-minute advising meetings, MSTV students will work with Sheryl to confirm a plan on how to approach the start-up internship search.

### **Milestone 3: Submit Reviewed Resume to Leia Delabahan for MSTV Resume Book**

In order to assist students with their start-up experience internship search, the III collects student resumes for the MSTV Resume Books. These Resume Books are shared with potential internship providers in order to help promote your search.

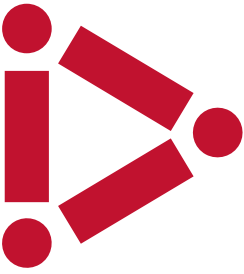
### **In order to be included in the resume book, you must complete one of the following requirements:**

- 1) Attend a Resume Lab session offered by the CPDC (August & January)\*

*\*Resume Lab sessions will be confirmed closer to the start of each term.*

Students will actively edit and refine resumes during this session. Please bring your laptop with an accessible resume OR a printed version of your resume to the Lab. Registration is required for these sessions through Handshake, CMU's online recruiting platform.

- 2) Enroll in the 39-699 course offered by the CPDC during Spring or Fall (Option 1 for Milestone 4)
- 3) Schedule an in-person resume review with a Career Consultant (Option 2 for Milestone 4)



Once you have fulfilled one of the three above, you will have the opportunity to submit your reviewed resume for inclusion in the MSTV Resume Book. Resumes will be collected via the MSTV Canvas page begin in late August.

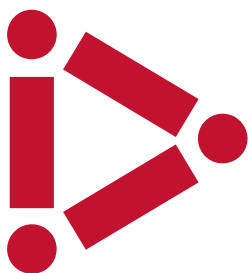
**Milestone 4: Select one of the following options**

**Option 1:** Register for 39-699 – CPD for Engineering Masters Students

**Option 2:** Attend 1 in-person advising appointment and 1 workshop session with the CPDC

**Option 3:** Attend 2 CPDC workshop sessions

Options for Completion	Description
<b>Option 1:</b> Register for 39-699 – CPD for Engineering Masters Students	3-unit seminar-style mini course designed to engage, educate, and empower students to create and manage career opportunities and develop the professional skills necessary for successful internship/job search
<b>Option 2:</b> Attend 1 in-person advising appointment and 1 workshop session with the CPDC	<i>Advising Appointment with a Career Consultant:</i>  CPDC Career Consultants are available to talk with you about how to: <ul style="list-style-type: none"><li>• Write a resume, cover letter, and other professional communication</li><li>• Explore careers and majors, including graduate school applications</li></ul>



	<ul style="list-style-type: none"> <li>• Navigate the job/internship search process</li> <li>• Prepare for career fairs, interviews, and networking</li> </ul> <p>More details on CPDC workshops below.</p>
<p><b>Option 3:</b> Attend 2 CPDC workshop sessions</p>	<p>In addition to one-on-one advising appointments, the CPDC will be offering various workshops open to all College of Engineering graduate students.</p> <p>Examples of Workshops Offered:</p> <ul style="list-style-type: none"> <li>• Campus Recruiting 101</li> <li>• Resume Lab</li> <li>• Job Offer Evaluation &amp; Engotiation</li> <li>• Technical Interviewing</li> <li>• Employment Authorization with OIE</li> <li>• Job Search/Resource Demonstration Lab</li> <li>• Networking Lab</li> <li>• Interviewing Lab</li> </ul> <p>Dates for each of the term's workshops will be confirmed and posted in Handshake closer to the start of the term.</p>