# Graduate Student Career Plan

<table>
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<th>What to Do?</th>
<th>How or Why?</th>
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| Meet with the Career Development Center (CDC) Staff at the Project Center (1st Floor). | • Discuss your career interests, and consider your interest in pursuing a career in either industry, research or academia  
• Explore careers that align with your interests, skills, strengths, and values.                                                   |
| Activate or update your Job Finder account, and post your resume, schedule interviews and opt to have your resume included in resume books to companies. | • To search for an internship or full-time opportunity in research or industry, to search for jobs regularly, to create Search Agents that match your interests, and to be notified via e-mails when new positions are posted that match your interests |
| Access and utilize the Career Search database (located in and accessed through Job Finder). | • To find companies in your industry and location of interest as it is recommended for graduate students to have a strong understanding of industries and identify 25-30 companies/organizations in each industry |
| Access Going Global if you are an international student (located in and accessed through Job Finder). | • To find companies that have hired international students in the last year and are familiar with the process and paperwork |
| Utilize the following CDC services:  
• Attend all three Career Fairs (September, February and March)  
• Have your resume and cover letter critiqued  
• Participate in a mock interviews  
• Learn about job offer negotiating | • To build, update, and refine your resume to upload on Job Finder and to use when applying for jobs, to craft cover letters that will set you apart from your competition, to strengthen your interview skills, and to learn how to negotiate job offers  
• To meet employers at career fairs and company information sessions to network and sell your strong qualifications |
| Access and utilize CareerShift (located in and accessed through Job Finder). | • To search for internship and job openings, companies of interest, and contact people |
| Network, network, network - with professors, alumni, on-campus speakers, information session hosts, friends, family and past supervisors, through WPI alumni chapters and on LinkedIn. | • Only a small percentage of jobs are posted. Through networking, you can learn about opportunities and have an edge because you have a contact in the company  
• Learn how to network by visiting the CDC |
| Buy a suit before you apply for jobs. | • For interviews and career fairs, and to eliminate stress when an interview is offered on short notice.                                       |
| Maintain a list of employers of interest and keep track of your applications. | • Follow up after 2 weeks via telephone if you have not heard a response  
• Both your A list and B list should include 25-30 of your favorite companies, for a total of 50-60 companies. Create an Excel spreadsheet to keep track of your applications. |
| Join and become involved in professional associations. | • Search for jobs in the career section of association web sites, and network.                                                                    |
| Pursue internships, fellowships, or research during your summers of graduate school. Present your research at conferences and submit your papers to publications. | • Include these items on your resume  
• These experiences will increase your marketability.                                                                  |

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