

## Career Plan for Graduate Students

- ◆ Meet with Career Development Center Staff to discuss your career interests. Are you considering a career in academia, research, or industry? Are you interested in post-doc studies?
- ◆ Create or update your **Job Finder** account to search for full time opportunities in research or industry.
- ◆ Search **Job Finder** jobs regularly and often to identify new opportunities. Create job search agents that match your interests to receive emails when new positions are posted that match your skills and interests.
- ◆ Use **Job Finder** to post your resume, search for jobs, schedule interviews, and opt to have your resume included in resume books to companies
- ◆ Access Career Search to find companies in your industry of interest, along with additional external resources to finding full time opportunities.
- ◆ Network with professors, alumni, on campus speakers, information session hosts, friends, family, and past supervisors.
- ◆ Attend the fall and spring career fairs. In March, there is the Biotechnology and Bioengineering Career Fair, along with the Colleges of Worcester Consortium career fair.
- ◆ Develop a list and maintain a log of employers that interest you and that you applied to. Follow up after 2-3 weeks if you have not received a response.
- ◆ Pursue internships, fellowships, or research during your summers of graduate school. Present your research at conferences; submit papers to publications. Include these items on your resume.
- ◆ Update any internship or research that you have conducted on your resume.
- ◆ Finalize your resume and have it critiqued by the Career Development Center. Upload the new version of your resume into **Job Finder**.
- ◆ Create and have your cover letters critiqued.
- ◆ Request, confirm, and receive three letters of recommendation/reference.
- ◆ Purchase an interviewing and presentation suit.
- ◆ Strengthen your interviewing skills by participating in a mock interview.
- ◆ Review job offers. Speak with Career Development Center Staff to discuss negotiation techniques.
- ◆ Join and maintain involvement in professional associations. Search for positions and post resume in career section of professional associations.
- ◆ Learn about WPI alumni chapters and involvement opportunities to continue to develop your network and support system for post graduation.