

## Career Plan for Seniors

- ◆ Meet with Career Development Center Staff to discuss your career interests, graduate school interests, and create your own individual strategy of securing full time employment upon graduation.
- ◆ Create or update your **Job Finder** account to search for full time opportunities.
- ◆ 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 career fairs in the fall, spring, the Biotechnology and Bioengineering Career Fair in March, and the Colleges of Worcester Consortium career fair, also in March to meet employers, discuss your qualifications, and apply to open positions.
- ◆ 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.
- ◆ Consider another internship to gain additional job experience as an option of transitioning into your career.
- ◆ Update any internship, MQP, IQP, or class related projects to 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 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.
- ◆ Complete applications and apply to graduate school. Narrow your choices. Visit schools. Discuss options and interests with your advisor and the Career Development Center for assistance.
- ◆ Learn about WPI alumni chapters and involvement opportunities to continue to develop your network and support system for post graduation.