

CAREER PLAN FOR SENIORS

	What You Need to Do	How or Why?
PREPARE FOR THE JOB SEARCH PROCESS	Meet with Career Development Center (CDC) staff	<ul style="list-style-type: none"> To discuss your career and graduate school interests, and create your own individual strategy of securing full-time employment upon graduation.
	Access and utilize the Career Shift (through Handshake)	<ul style="list-style-type: none"> To access job postings that match your interests, identify contacts for cover letters and informational interviews, and search for companies by industry and locations.
	Make updates to your resume	<ul style="list-style-type: none"> Include internships, your MQP, your IQP, or class related projects on your resume.
	Request, confirm and receive three letters of recommendation/reference	<ul style="list-style-type: none"> To be able to provide to employers when requested. Please inform your reference before you give their name to a prospective employer. Only provide references when requested to do so. Usually you only need names when applying to jobs, and letters for applying to graduate school.
	Prepare to interview!	<ul style="list-style-type: none"> Purchase a suit. Strengthen your interview skills by filming a mock interview in InterviewStream, and make a feedback appointment with a CDC staff member.
	Send thank you notes	<ul style="list-style-type: none"> Don't forget to thank your interviewer either with a hand written note or via e-mail within a few days of your interview.
FURTHER YOUR STUDIES	Apply to graduate school	<ul style="list-style-type: none"> Complete applications and narrow your choices. Visit schools. Discuss options and interests with your Advisor and visit the Career Development Center for assistance. Most graduate schools have application deadlines between November-February. Prepare and apply early.
SEARCH AND APPLY FOR JOBS	Use Handshake regularly	<ul style="list-style-type: none"> To search for full-time opportunities and schedule interviews. Create search agents that match your interests to receive e-mails when new suitable positions are posted.
	Attend the Career Fairs (September and February)	<ul style="list-style-type: none"> To meet employers, discuss your qualifications, and apply to open positions. Look for jobs, and apply before attending fairs. It impresses employers, and provides a conversation starter.
	Write a cover letter for each job you apply for	<ul style="list-style-type: none"> Follow the CDC Cover Letter tipsheet and set yourself apart. Have your Cover Letter critiqued.
	Develop a list of your favorite companies and track your applications	<ul style="list-style-type: none"> Follow up in two weeks if you have not received 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.
NETWORK	Reach out and have conversations with a variety of people	<ul style="list-style-type: none"> Meet with professors, alumni, on-campus speakers, information session hosts, friends, family, and past supervisors.
	Join and maintain involvement in professional associations	<ul style="list-style-type: none"> Search for positions on the association's web site and connect with other members. Stay up to date and be aware of upcoming conferences you can attend.
	Learn about WPI chapters	<ul style="list-style-type: none"> Explore opportunities to continue to develop your network and support system for post graduation.
CHOOSE A JOB	Review and evaluate job offers you have received	<ul style="list-style-type: none"> Speak with CDC staff to discuss negotiation techniques.

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