

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 Shortlist.me (through Handshake) 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 CDC 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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