# Graduate Student Career Plan

## What to Do?  
**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 Handshake account, 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 Alerts that match your interests, and to be notified via e-mails when new positions are posted that match your interests.

**Access Going Global if you are an international student (located in Handshake).**
- 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 Career Fairs (September & February)  
- Have your resume and cover letter critiqued  
- Record Mock Interviews in InterviewStream (located in Handshake)  
- Learn about job offer negotiating

**Utilize CareerShift (located in Handshake)**
- 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 professional clothing 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. A list of recommended professional associations can be found on the Career Outlook page for your major.

**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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