

GRADUATE STUDENT CAREER PLAN

What to Do?	How or Why?
Meet with the Career Development Center (CDC) Staff at the Project Center (1st Floor).	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 GoinGlobal if you are an international student (located in Handshake).	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Attend all Career Fairs (September & February) • Have your resume and cover letter critiqued • Record Mock Interviews in Shortlist.me (located in Handshake) • Learn about job offer negotiating 	<ul style="list-style-type: none"> • To build, update, and refine your resume to upload on Handshake and to use when applying for jobs, to craft cover letters that will set you apart from your competition, to strengthen your interview skills, and to learn how to negotiate job offers • To meet employers at career fairs and company information sessions to network and sell your strong qualifications
Utilize CareerShift (located in Handshake)	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Search for jobs in the career section of association web sites, and network.
Pursue internships, fellowships, or research during your summers of graduate school. Present your research at conferences and submit your papers to publications.	<ul style="list-style-type: none"> • Include these items on your resume • These experiences will increase your marketability.

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