



Engineering Co-op & Career Services

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Career Workshop Descriptions

The Engineering Co-op Office offers a number of workshops to assist students in their job search. See <http://ter.ps/engrworkshop> for the latest schedule and sign-up form.

Getting Started on your Career

***Job Search 101: Intro to Careers4Engineers + Internships/ Co-ops**

Learn how the Engineering Co-op & Career Services Office can help you with your career planning and job search. We will review basic job search strategies, the difference between a co-op and an internship, and how to register for and use our jobs database, *Careers4Engineers*. This workshop is directed towards undergraduate and graduate students who are US citizens, permanent and protected residents that do not require visa sponsorship for employment. *Offered weekly during the semester*

***Job Search 101 (F-1): Intro to Careers4Engineers + Internships/ Co-ops for International Students**

This Job Search 101 workshop is tailored for our international students. We will review basic job search strategies and terminology, and the process for activating and using our jobs database, *Careers4Engineers*. Additionally, students will learn the process for enrolling in CPT, discuss some cultural norms of the U.S. work world and learn how to effectively focus job search efforts. All new -1 students must attend this and the Resume workshops before having a resume critiqued. *Offered multiple times at the beginning of each semester*

Applying for Internships, Research, Co-op and Full Time Positions

***Resume Writing**

Writing an effective resume is essential to obtaining interviews. We will review the fundamental content and proper formatting of a resume. Learn how to make yourself stand out and how to avoid common resume mistakes. Bring a pen to take notes. *Offered weekly during the semester*

***Cover Letters & Professional Correspondence**

A well-written cover letter can be the key to an interview. We discuss how to write an effective cover letter for a specific job application as well as follow up correspondence after submitting an application. Bring a pen and a job description for a position that interests you. *Offered twice per month during the semester*

How to Write a Personal Statement

When you apply for graduate school or summer research opportunities, you may need to submit a personal statement. We will review the possible content and format for personal statements so that you can most effectively tell the audience about your academic and research interests and career goals. *Offered 1-2 times each semester*

Curriculum Vitae & Resume Writing for PhDs

Within academia, the curriculum vitae (CV) is used as a means of application for employment, funding, fellowships, and grants. The CV is a comprehensive history of your career path and it will grow in length as you gain related experience. Resumes are shorter documents more commonly used in industry. We'll discuss format and content of each type of document. *Offered 1-2 times per semester*

*Core Career Learning – strongly recommended for all engineering students

Career Workshop Descriptions *(cont'd.)*

Networking

***LinkedIn 101: Creating an Account (Active Careers4Engineers Account and Lap Top Required)**

This is a casual hands-on training session and round table discussion for LinkedIn. Topics include: Creating a LinkedIn account, logistics of adding experience and skills from your resume, strategies and best practices for writing a summary, and more. Bring your updated, approved resume and a laptop. The resume must be on your computer so you can copy sections of the document into LinkedIn. *Offered 2-3 times/ semester.*

***Job Search 201: Networking & Other Job Search Resources**

How can you leverage your personal and online network in your job search? We discuss how networking and participating in professional organizations can boost your job search. Practice your approach for your next networking event. Learn how to build your network on LinkedIn and how to ensure that your social media presence is working for (not against) you in your job search. *Offered monthly during the semester*

***Career Fair Preparation**

What do employers expect from you at a job fair? We discuss how to prepare for a career fair, what to wear and what to bring. Learn and practice how to approach and engage employers to have the best chance of moving forward in the interview process. *This workshop is offered multiple times in the weeks before campus career fairs.*

From the Interview to the Job Offer

***Effective Interviewing**

What can you expect in an interview? How should you prepare? What are the top qualities/skills preferred by recruiters? This session examines these expectations and provides information on how to prepare for an interview, as well as typical interview styles and questions. Students who wish to request a mock interview must first attend this workshop. *Offered twice per month during the semester*

***Evaluating Job Offers & Salary Negotiation**

Be prepared when you get the call. Do you know what are you worth and how to tactfully negotiate for it? We will review these and other important topics like what to consider when making a decision between job offers, when (if at all) to negotiate your salary, and how to gracefully accept (or decline) a job offer. *Offered 3-4 times each semester*

Preparing for the World of Work

***Success 101: Skills to Get Ahead in Your First Internship or Job**

How can you impress your supervisor from day one at your job or internship? We'll review the professional skills that employers expect you to have but no one may have taught you. Our advice on business etiquette and communication will prepare you for a smooth and successful transition to the world of work. *Offered near the end of each semester*

***The Importance of Professional Licensure: Preparing for the Fundamentals Exam**

This workshop is presented by a speaker from the National Council of Examiners. It will cover the benefits of getting your license, how to sign up for the FE, what material is covered, and how you should prepare. *Offered once per semester*

We can also offer customized workshops for engineering classes and groups. Please contact us at least two weeks in advance if you would like to request a custom workshop.

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