

COLLEGE OF ENGINEERING CAREER RESOURCE CENTER (ECRC)

CAREER PREP CHECKLIST

FRESHMAN

- Career Exploration [*Digital Technology]
Research specific careers you're interested in relevant to your major. Check out www.bls.gov/ooh. Pay attention to:
 - Required Skills/Abilities
 - Wages & Job Growth Rate Projections
- Meet with Engineering Career Resource Center Staff
 - Get Overview of Handshake
 - Prepare your résumé
 - Discuss the value of networking early!
- Attend Career & Professional Development Workshops
Check Handshake or ECRC Events web page for info.
- Get involved in student organizations, volunteer and/or work on campus! [*Global/Intercultural Fluency]
Visit dosso.wayne.edu to learn more.

SOPHOMORE

- Begin researching internships and co-ops
Build your Handshake profile to get started.
- Make sure your classes align with your career goals [*Critical Thinking]
Talk to your advisor and ECRC Staff for assistance.
- Attend a co-op information session
Check Handshake or ECRC Events web page for info.
- Attend career fairs, employer information sessions, networking, and alumni events [*Oral Communication]
Regularly check Handshake and your email for event updates.

JUNIOR

- Revise your Résumé [*Written Communication]
Make an appointment with ECRC Staff for help. *Remember to add engineering projects you've worked on in class and any student organizations, volunteer experiences or other involvement.*
- Update your Handshake account with your new résumé
Make your profile public!
- Begin your search for internships, co-ops or research opportunities
Use Handshake, career fairs and the ECRC for help.
- Attend career fairs (Fall & Winter), employer information sessions, networking and alumni events [*Career Management]
Come to Career Fair Prep Week or workshops to get ready
- Apply for internships/co-ops [*Professionalism/Work Ethic]
Use Handshake, attend Job Search workshop, & visit ECRC for help.
- Register your co-op
Meet with your Advisor and ECRC Staff to register for the free, zero-credit course (BE 3500)

SENIOR

- Add your internship/co-op experience to your résumé
Add new skills to your Handshake profile too.
- Request letters of recommendation and/or references from your internship/co-op supervisors and team
This is a great addition to your professional portfolio & LinkedIn Profile.
- Look for a full-time job (6-9 months before graduation)
Utilize Handshake, career fairs, networking events and ECRC to help you find a job after graduation.
- Stay involved after you graduate [*Leadership]
Join the Alumni Association, Mentor a student, and keep Handshake up to date.



COLLEGE OF ENGINEERING
CAREER RESOURCE CENTER

engineering.wayne.edu/career

EDC 1524 – 5050 Anthony Wayne Drive
313.577.8336 or 313.577.4117

 handshake



<https://wayne.joinhandshake.com>

***NACE Competencies**

<http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>