

2018 Job Search Prep -- Things You Can Do NOW!

Things to do this summer ...

1. Relax & enjoy the time off!
2. Hang out with friends and family.
3. Summer job and/or classes.
4. Work on resume for next summer... *Wait! What?*

By now you're probably settled into your summer routine. I hope you're engaged in something that you find fun, interesting and worthwhile. Whether it's a job, hobby, volunteer work or just relaxing and recharging, almost everything you do adds to your knowledge, skills and abilities and can probably add to your resume as well. If you don't agree, perhaps you'll want to try participating in the 10th "[Learn Nothing Day](#)" on July 24th! ;-)

Speaking of resumes, now is actually a good time to begin to think about next summer. And, because I'd love to see each and every one of you land a great industry or research internship or career position next summer, I thought I'd send out some suggestions for things you could do over the summer to help you in your next job search. **So, below is a list of things you can do this summer to help you to secure a job or internship in the summer of 2018 (or during the 2017-18 academic year).** (Note: the attached file is the same as this email, in case you want to save the pdf. It can also be found here: [Summer 2017 Internship and Career Preparation Suggestions](#) and on the [CBEE Careers](#) website.)

You may be thinking... "Why should I spend time on this during my summer vacation?" Did you know that Career Expo Week is scheduled during *week 4 of Fall Term*? That includes the CBEE Fall Career Reception on the 17th, the Engineering Fair on the 18th and the All Majors Fair on the 19th. Many industry and government employers will already be recruiting for 2018 summer interns and 2018 graduates at that time. And, because semester schools start up a month before we do, in August you can already find job postings for 2018 positions on the university/careers recruiting websites of many large employers. For example, here's a statement from the Boeing website:

"We accept applications on a rolling basis, and we encourage you to apply sooner rather than later. Most jobs are posted in late August or early September and close in late November, and most jobs posted in January close by the end of March. The majority of our recruiting is done in the fall."

Also, most summer undergraduate research experiences (REUs) – a great opportunity for sophomores and juniors interested in research – have application deadlines in December, January and early February.

There's a lot on this list, so just pick one or a few items from the list as a summer project, depending on how busy or inspired you are and where you already are along the "Career Trail." **Get a head start this summer, so you can hit the ground running in September!**

Feel free to contact me at any time, or email me to set up an appointment in person or on the phone, if you have questions or need help. I think this may be the first fall that my office does not move – **this fall you will find me once again in 101A Gleeson Hall.**

And, of course, *enjoy your summer!*

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Job/Internship Preparation Suggestions (also found on attached pdf):

1. Set up your [Handshake](#) profile and learn more about how to use this powerful new resource.
2. **Familiarize yourself with information and resources** available on the [Career Development Center](#) and the [CBEE Careers & Internships](#) webpages.
3. **Start working through the “Career Trail” steps:** know yourself, know the world of work, gain tools & skills, connect.
 - a. **Know yourself:** Think about what you *do and do not like* to do and which skills you have *that you enjoy using*. Consider taking a [career assessment](#), such as MTBI, Strong, or Sigi3.
 - b. **Know the world of work:** Learn more about careers related to the degree you are pursuing and research some related industries and companies.
 - i. Check out the vast amount of information in the [Occupational Outlook Handbook](#) and at [O-Net](#). For example:
 1. [Bioengineering – Biomedical engineers \(OOH\)](#)
 2. [Chemical Engineering – Chemical engineers \(OOH\)](#)
 3. [Environmental Engineering – Environmental engineers \(OOH\)](#)
 - ii. Research companies and jobs and start thinking about where you would like to target your search this fall. Check out these lists of some past CBEE employers and links to their websites, here: [cbee-potential-employers](#), [employers-by-major](#), [employers-by-industry](#). Or, find employers using the [Buzzfile lists](#) – available sorted by major and by state (includes 50 states, plus DC, PR and VI).
 1. Read job descriptions for jobs you think you might like to do.
 2. Notice what skills and experience those jobs require.
 3. Think of ways you might work on developing those skills and getting that experience.
 4. Research industries and companies that you might like to work for. Go to a company’s website and their careers page to learn more about what it might be like to work there.
 5. Look for company lists or job boards at professional association websites: [AIChE](#), [BMES](#), [Oregon Biosciences Association](#), [AWWA](#) and [AWMA](#) are just a few examples.
 6. If you are thinking about graduate or professional school, think about how that aligns with your career goals and check out the [advice on this page](#) from the Career Development Center. To learn more about how to get undergraduate research experience at OSU, watch [this video](#). For opportunities at other universities, or at national labs, [check out the info available here](#). (These listings are for this summer’s opportunities,

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but many of them will be renewed for 2018, and the list will be updated as we receive new information about the 2018 programs.)

- c. **Gain tools and skills:** Make the most of your summer experiences, whether paid or unpaid, engineering-related or not:
 - i. Think about the skills you are using and whether you enjoy them.
 - ii. Develop your “[30-second “infomercial”](#)”.
 - iii. Think about your accomplishments and how you might describe them on a resume or in an interview, then prepare a “success story” for each example – use the STAR technique ([see step 4 here](#)) and watch [this video](#).
 - iv. Learn about **transferable skills** and how to use them in your job search, see page 7 of the [Career Guide](#). Also, read through this list of [skills verbs](#) to use in your resume and cover letter.
 - v. If you already have a resume, update it with your summer experience. Even if your summer experience is not engineering – consider ways that what you are doing adds to your skills and accomplishments.
 - vi. Use [Handshake](#) to search for all off-campus (and non-OSU) job opportunities. If you haven’t already, log in and set up or update your profile, get familiar with the site, and, when you’re ready, be sure to upload your latest resume. (Hint: use the [OSU jobs](#) site for on-campus OSU student employment.)
 - vii. [Improve your interviewing skills](#) by setting up your own virtual Mock Interview using InterviewStream, or schedule an appointment for a Mock Interview with a Career Development Center counselor through Beaver Careers.
 - d. **Connect:**
 - i. Talk to other adults and to other students about where they work and jobs they have had. Ask what they liked and did not like about their jobs.
 - ii. Try to schedule at least one informational interview over the summer, more if you will be graduating in 2017-18. Learn more about [informational interviewing](#). Remember, an informational interview is an interview that you initiate - you ask the questions. The purpose is to obtain information, not to get a job.
 - iii. Start learning how to use LinkedIn. Watch the [videos for students](#) and check out the Quick Tip sheets.
4. **Interested in Undergraduate Research?**
- a. For on-campus research: check out the [URSA website](#) and watch the video about how to get started. [Join the undergraduate research list-serv](#).
 - b. For CBEE research, start here: <http://cbee.oregonstate.edu/research> to learn more about CBEE faculty research areas. Which research areas interest you the most, perhaps even something in another department on campus? Do your homework – read up on the research that interests you.
 - c. For COE research, start here: <http://red.engr.oregonstate.edu/undergraduate-research>. The new College of Engineering Office of Undergraduate Research was started in 2015 to help engineering students find undergraduate research opportunities.
 - d. For summer research experiences, learn more about Research Experiences for Undergraduates ([REUs](#)). These are usually located at universities and national labs and often include housing and transportation stipends as well as a salary for the research work.

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5. **Get familiar with CBEE resources.** Look over the [CBEE Careers & Internships](#) webpage. Sign up for the [OSU CBEE-jobs listserv](#) to receive timely mid-week updates of opportunities that just can't wait for the weekly CBEE Bulletin. Read the "fine print" in jobs postings on [Handshake](#) or the [OSUCBEE subreddit](#) to get familiar with what technical and "soft" skills employers are looking for.
6. **For in-depth help on any of these items, schedule a career consultation** with a counselor in the Career Development Center – these can be in person or over the phone. (Note to recent graduates – this service is free for a year after you graduate.) Register through Handshake, or call the [Career Development Center](#) at 541-737-4085.