4-YEAR PLAN FOR CAREER SUCCESS

Welcome to the A. James Clark School of Engineering Career Services Office! We look forward to assisting you with everything related to your career development. This handout provides **recommendations** to help you through your job or internship search.

Please remember that everyone's journey is different and that these timelines might not apply to your individual situation. We're here to help!

Engineering Career Services Office Hours:
Monday - Friday
8:30am - 4:30pm
Including summer & winter!

Freshman Year: Start Here

☐ Follow up with your favorite groups from the **ClarkLEAD Engineering Information Fair** to network and explore extracurriculars.

☐ Get your **resume critiqued** in our office to get access to **Careers4Engineers** (C4E), our job search platform. See our Resume Handout for tips and examples on writing a resume (go.umd.edu/ECSResumeHandout).

☐ Bookmark C4E on your computer to **sign up for workshops and schedule virtual appointments** with career advisors in the future (go.umd.edu/C4E).

☐ Attend the **First Look Fair** in the fall and **Second Look Fair** in the spring to explore more ways to get involved. Explore **student clubs and competition opportunities** to pursue your passions outside of the classroom. See page three for a sampling or go.umd.edu/ECSsocieties.

☐ Use **LinkedIn** and **Terrapins Connect** to grow your contacts online and gain knowledge about potential careers you are interested in (attend a LinkedIn 101 workshop). Message alumni at companies you're interested in.

☐ Assess what you learned in classes like ENES100/102. **Add technical experiences and new skills to your resume**. Consider ways to learn more relevant skills not covered in class (like important software) on platforms such as **LinkedIn Learning** (go.umd.edu/

Freshman Year: Get Ahead

☐ Drop in to a **Fall, Spring, or Major-Specific Career Fairs** to see what you can expect in future semesters.

☐ Visit employer **information sessions and information tables**. Bring your resume and be ready to network (attend a Networking & Job Search Strategies workshop)! Check the events calendar regularly (go.umd.edu/ECSEvents).

☐ **Attend information sessions** for and apply to programs like the QUEST Honors Program.

☐ Talk to your professors to discover ways to **gain experience**. Explore research (go.umd.edu/ECSresearch), volunteer

Freshman Year: Additional Options

☐ Explore **skills, job titles, top employers, and average salaries** associated with each Engineering major: (go.umd.edu/ECSUndecided or go.umd.edu/ECSsalaries).

☐ If you're feeling unsure about your major, explore potential future career paths at: **Bureau of Labor Statistics** (http://bls.gov/ooh), **Vault** (access through C4E), and **O*NET** (https://www.onetonline.org) or complete a **Focus 2 assessment** for careers tailored to you (go.umd.edu/ECSFocus2).

☐ **See a career advisor** about searching for an internship (email careerengr@umd.edu). View **Work Reports** from past students talking about their completed internship and co-op experiences in our office.

Sophomore Year

- ☐ **Update your resume** with experiences from freshman year and summer after freshman year. Remove high school experiences and education from your resume.*****
- ☐ **Attend a Find an Internship or Co-Op workshop** to learn strategies for job searches as well as ways to optimize your applications (see a career advisor about searching for an internship if you need help: email careerengr@umd.edu).*****
- ☐ **Apply for internships and co-ops in C4E**. Visit our office or email for specific questions on applications.*****
- ☐ **Start a portfolio** of projects you've completed. Include project iterations and final deliverables.
- ☐ Get a head start researching positions on C4E! Some require cover letters so come in for a **Cover Letter Workshop** and check out our **Cover Letter Handout** (go.umd.edu/ECSCoverLetterHandout).
- ☐ Assess how you can supplement your resume with skills that meet **NACE competencies** (see page four). Assume leadership roles in student groups and societies.
- ☐ Hone your interviewing skills at our **Interview Tips workshop**. Use Interview Stream to practice or schedule a mock interview with a career advisor.
- ☐ Attend **Fall, Spring, or Major-Specific Career Fairs**.
- ☐ Talk to your academic advisor, seek out mentors, and take advantage of tutoring programs to **ensure your success**.

Junior Year

- ☐ **Update your resume** with experiences from your sophomore year and summer after sophomore year.*****
- ☐ Attend a **Job Search and Networking workshop**.*****
- ☐ **Research companies you're interested in** working for full-time, after graduation, to see if you like their projects and work culture. Check out top employers at UMD (go.umd.edu/ECSoutcomes).*****
- ☐ **Consider your options post-graduation**. See if graduate school might be right for you (go.umd.edu/ECSgradschool).*****
- ☐ **Network** with faculty/staff; alumni; employers; and professionals in industries/roles of interest to you.*****
- ☐ **Keep building** your professional experiences with internships, externships, and co-ops (apply on C4E, attend career fairs, or see a career advisor).*****
- ☐ **Attend professional conferences**, conventions, and networking events.
- ☐ Continue to take advantage of **leadership opportunities** within student clubs and organizations.
- ☐ **Start applying to full-time jobs** during the summer.

Senior Year

- ☐ **Update your resume** with experiences from your junior year and summer after junior year. Continuously update your resume with experiences from senior year. Cater each resume to individual job descriptions.*****
- ☐ Attend a Salary Negotiation workshop and learn how to **negotiate your salary** (go.umd.edu/ECSjoboffer). Come into the ECS office to discover salaries of alumni working at your company of interest.*****
- ☐ Attend **Fall, Spring, or Major-Specific Career Fairs** as well as Employer Events and Information Sessions.*****
- ☐ Check companies' **recruiting timelines** and reach out to HR representatives.
- ☐ **Apply to graduate, professional, or post-baccalaureate programs**. Consider finding another internship for the summer between programs.
- ☐ **Consider taking the Fundamentals of Engineering Exam** (FE) to begin your professional licensure process (ncees.org).
- ☐ Check out our **advice on finding housing** once you accept your full-time job offer (go.umd.edu/ECShousing).
- ☐ **Fill out a job update form** to help students like you know where they can go post-graduation (go.umd.edu/ECSjobupdate).

Other Considerations

- ☐ Don't forget to check your inbox for **Career Engineer**, our weekly email, to see time-sensitive job posts.*****
- ☐ Remember to use mandatory **academic advising appointments** wisely to discuss any questions about your major, degree, or career options. Schedule additional appointments if in doubt or email your advisor with any questions.
- ☐ Consider signing up for **Winter or Summer courses**.
- ☐ Take advantage of **career development and networking opportunities** through your programs (lectures/company visits).
- ☐ Consider declaring a minor, such as **Global Engineering Leadership** (eng.umd.edu/global/coursework).

*Priority Tasks

FAQs

What are the most important elements of an engineering resume?

Technical experiences (engineering class projects, internships, and research) are most important. Engineering-related student activities as well as non-credit professional development (like LinkedIn Learning courses: go.umd.edu/ECSLinkedIn) are also helpful. Unrelated work or volunteer experiences are optional.

How can I improve my chances of finding an internship or job in the future?

Get involved! Take an active role in a student organization or participate in engineering competitions to build technical and communication skills. Speak with potential employers at career fairs and information sessions. Ask your professors about hands-on research opportunities (go.umd.edu/ECSresearch). Consider gaining non-technical work experiences to supplement your resume. Talk to older students in your major about their experiences and advice. And, connect with alumni to explore potential career paths and advice (go.umd.edu/ECSTerrapinsConnect).

When am I expected to get an internship?

It is often best to have at least one internship before graduation to be best qualified for full-time positions. The sooner you get technical experiences (including student clubs, competitions, and research experiences) the easier it will be to apply to others in the future. We always recommend: the sooner the better!

When should I start applying for positions?

Now is a great time, even if this is your first semester at Maryland. Note that peak recruiting occurs in September-October and February-March. With federal employers, definitely start earlier. You can start anytime, and if you feel ready as a freshman, great, but if you prefer to concentrate on getting good grades, making friends, adjusting to college, and getting involved, that's okay too. Getting involved is a key aspect of career development!

Are freshmen considered for internships?

While some companies have class requirements, others are simply looking for your relevant skills (technical and otherwise) and personal drive. Sometimes, opportunities can vary by major. Remember, you are competing with upperclassmen, so even if your first internship isn't your dream job, it can provide experience and skills that benefit you for jobs to come. Just don't get discouraged if it takes time!

GET INVOLVED

Competition Groups and Clubs

AIChE's Chem-E Car Competition — chemecar.umd@gmail.com
UMD Hyperloop — umdloop@gmail.com
Solar Decathlon — pcossard@umd.edu
Concrete Canoe — umdasce@gmail.com
Robotics@Maryland — president@ram.umd.edu
Terps Racing — umdterpsracing@gmail.com
Terrapin Hackers — team@terrapinhackers.com
Cybersecurity Club — president@csec.umiacs.umd.edu
Engineers Without Borders — ewb-usa.org
Steel Bridge — umaryland.steelbridge@gmail.com
Balloon Payload Program — nearspace@ssl.umd.edu
StartUp Shell — hello@startupshell.org

Student Societies & Professional Organizations

Alpha Omega Epsilon, Engineering Sorority
upsilonpres@gmail.com

American Society of Mechanical Engineers (ASME)
asme.umdchapter@gmail.com

Black Engineers Society (BES)
bes.president@gmail.com

Engineering Student Council (ESC)
esc@umd.edu

Engineers Without Borders
presidentewbumcp@gmail.com

Society of Hispanic Professional Engineers (SHPE)
shpeumcp@gmail.com

Society of Women Engineers (SWE)
SWE.umd@gmail.com

Tau Beta Pi Engineering Honors Society (TBP)
tbp.president@eng.umd.edu

Theta Tau Professional Engineering Fraternity (TT)
otpresident@umd.edu

American Institute of Aeronautics and Astronautics (AIAA)
marylandaiaa@gmail.com

Biomedical Engineering Society (BMES)
bmesumdcp@gmail.com

American Society of Civil Engineers (ASCE)
umdasce@gmail.com

Institute of Electrical and Electronic Engineers (IEEE)
ieee.umd@gmail.com

Society of Fire Protection Engineers (SPFE)
MarylandSFPE@gmail.com

American Institute of Chemical Engineers (AICE)
aiche.umd@gmail.com

NACE Career Competencies

Below, are National Association of Colleges and Employers (NACE) competencies (eight categories for hard and soft skills), compiled from employer feedback, that contribute to career readiness.

How career ready are you? What activities, experiences, or accomplishments can you include under each competency?

Fill out the charts below with notes or stories you could share about each category (samples below).

Then, **reflect:**

- If one of your charts has none or few notes, what can you do to pay it more attention?
- Do you notice that you are using the same example in each competency?
- What can you do to diversify your experience and have a greater number of examples to reference?
- Would you want to work with you? What weakness can you address?

Need help identifying behaviors that determine your career readiness or help identifying resources to diversify your experiences? Stop by Engineering Career Services or schedule an appointment to meet with a Career Advisor.

Career & Self Development	Communication
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	*Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.*
• Samples: Spring Career Fair, Employer Information Sessions, Engineering Society Conferences	• Samples: Global Engineering Leadership Minor, ENES100, Toastmasters, Public Speaking & Theatre classes
Critical Thinking	**Equity & Inclusion**
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	*Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.*
• Samples: Balloon Payload Program, FIRE	• Samples: Engineers Without Borders, SWE, NSBE, SHPE, ENES 338K
Leadership	**Professionalism**
Recognize and capitalize on personal and team strengths to achieve organizational goals.	*Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.*
• Samples: Student Societies (ASME, ESC, TBP)	• Samples: Summer Internship, On-campus Job
Teamwork	**Technology**
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	*Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.*
• Samples: Terps Racing, QUEST Honors Program	• Samples: LinkedIn Learning: MATLAB, SolidWorks

Reprinted courtesy of the National Association of Colleges and Employers (go.umd.edu/NACEcompetencies)