



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!

First Year: Start Here

- Follow up with your favorite groups from the **Dean's Welcome & Information Fair** to network and explore extracurriculars.
- Get your **resume reviewed** in our office and start using **Handshake**, our job search platform. See our Resume Handout for tips and examples on writing a resume (go.umd.edu/ECSResumeHandout).
- Bookmark Handshake on your computer to **sign up for workshops and schedule virtual appointments** with career advisors in the future (umd.joinhandshake.com).
- 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 an Optimizing Your LinkedIn 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 learning skills outside of class on platforms such as **LinkedIn Learning** (go.umd.edu/ECSLinkedIn).

First Year: Get Ahead

- Drop in to **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 (go.umd.edu/ECSvolunteer) and study abroad (eng.umd.edu/global) opportunities.

First 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/oooh>), **Vault** (access through Handshake), 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.

4-YEAR PLAN CONTINUED

Second Year

- Update your resume** with experiences from your first year and summer after your first 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. These workshops will run regularly in the weeks leading up to the start of career fairs (see a career advisor about searching for an internship if you need help: email careerengr@umd.edu).*
- Apply for internships and co-ops in Handshake.** Visit our office or email us for specific questions on applications.*
- Start a portfolio** of projects you've completed. Include project iterations and final deliverables.
- Write a cover letter. Some applications 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. Look into LinkedIn Learning for other opportunities to supplement your current skills.
- Hone your interviewing skills at our **Interview Tips Workshop**. Use Big Interview to practice or schedule a mock interview with a career advisor through Handshake.
- Attend **Fall, Spring, or Major-Specific Career Fairs**. Add those career fair dates to your calendar.

Third Year

- Update your resume** with experiences from your second year and summer after your second 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).*
- Evaluate 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.*
- 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.

Fourth Year

- Update your resume** with experiences from your third year and summer after your third year. Continuously update your resume with experiences from each semester of your final 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).
- Learn more about how to **prepare for your first job** (go.umd.edu/engrfirstjob).
- 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 (except summer).*
- 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).
- Complete a **Career Readiness Certification** (go.umd.edu/ecscareerready).

ROADMAP TO CAREER SUCCESS CONT.

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 other 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. Also, if you are able to have more than one internship, you gain more insight to how different organizations operate. 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 as their application process is more involved. You can start any time, and if you feel ready as a first year, 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 first-years 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 upperclass students, 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	terpsracing@umd.edu
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)	bmesumdcg@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 (SFPE)	MarylandSFPE@gmail.com
American Institute of Chemical Engineers (AICE)	aiche.umd@gmail.com

ROADMAP TO CAREER SUCCESS CONT.

NACE CAREER READINESS COMPETENCIES

Below, are National Association of Colleges and Employers (NACE) competencies (eight categories for technical and non-technical 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.

<p style="text-align: center;">Career & Self Development</p> <p><i>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.</i></p> <ul style="list-style-type: none"> • Samples: Spring Career Fair, Employer Information Sessions, Engineering Society Conferences 	<p style="text-align: center;">Communication</p> <p><i>Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</i></p> <ul style="list-style-type: none"> • Samples: Global Engineering Leadership Minor, ENES100, Toastmasters, Public Speaking & Theatre classes
<p style="text-align: center;">Critical Thinking</p> <p><i>Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</i></p> <ul style="list-style-type: none"> • Samples: Balloon Payload Program, FIRE 	<p style="text-align: center;">Equity & Inclusion</p> <p><i>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.</i></p> <ul style="list-style-type: none"> • Samples: Engineers Without Borders, SWE, NSBE, SHPE, ENES 338K
<p style="text-align: center;">Leadership</p> <p><i>Recognize and capitalize on personal and team strengths to achieve organizational goals.</i></p> <ul style="list-style-type: none"> • Samples: Student Societies (ASME, ESC, TBP) 	<p style="text-align: center;">Professionalism</p> <p><i>Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</i></p> <ul style="list-style-type: none"> • Samples: Summer Internship, On-campus Job
<p style="text-align: center;">Teamwork</p> <p><i>Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.</i></p> <ul style="list-style-type: none"> • Samples: Terps Racing, QUEST Honors Program 	<p style="text-align: center;">Technology</p> <p><i>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</i></p> <ul style="list-style-type: none"> • Samples: LinkedIn Learning: MATLAB, SolidWorks

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