



ROADMAP TO CAREER SUCCESS

Welcome to the Clark School of Engineering Career Services Office! We look forward to assisting you with everything related to your career development. This handout provides a **recommended timeline** 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!

August

- ☐ Reflect on your **ClarkLEAD** experience (see page 4).
- ☐ 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).
- ☐ 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).

September—October

- ☐ Bookmark our **Career Resources & Handouts Page** to use throughout your college experience (go.umd.edu/ECSresources).
- ☐ Attend the **First Look Fair** in September 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.
- ☐ Drop in to a **Fall Career Fair** to see what you can expect when attending 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).

November—December

- ☐ 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.
- ☐ **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.
- ☐ **Attend information sessions** for programs like the QUEST Honors Program.

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Winter Break

- ☐ 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**.
- ☐ **Update your resume** with completed and ongoing experiences from the Fall semester, including programs like Flexus/Virtus and FIRE (see our Resume Handout for first year examples).
- ☐ 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.
- ☐ Add the **Spring Career Fair** dates to your calendar.

January

- ☐ Attend a **Find an Internship or Co-Op workshop** to learn strategies for job searches as well as ways to optimize your applications.
- ☐ Apply to new programs and revisit opportunities to **engage on campus** (terplink.umd.edu or go.umd.edu/ECSsocieties).
- ☐ 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).

February—March

- ☐ Attend the **Spring Career Fair** in February as well as major specific ones in the Fall and Spring (make sure you see our Career Fair Handout (go.umd.edu/ECSCareerFairHandout), attend a Career Fair Prep workshop, and research the companies that will be there)! Note: some employers at career fairs may only be interested in seniors; see this as a learning opportunity to understand what employers look for.
- ☐ **Apply for positions in C4E**. Visit our office or email for specific questions on applications.
- ☐ Hone your interviewing skills at our **Interview Tips workshop**. Use Interview Stream to practice or schedule a mock interview with a career advisor.
- ☐ Go to the **Second Look Fair** to consider new opportunities.

March—May

- ☐ Continue to explore job boards and Employer Events such as information tables, information sessions, and **major-specific career fairs**.
- ☐ Secure **on or off campus employment** or **research opportunities** for the summer (go.umd.edu/ECSstudentjobs).

Summer Break

- ☐ **Update your resume** with experiences from the Spring semester.
- ☐ Assess how you can supplement your resume with skills that meet **NACE competencies** (go.umd.edu/NACEcompetencies).
- ☐ Revisit LinkedIn Learning to take **professional development** courses online and find **professional conferences** where you can begin networking.
- ☐ Gain a **variety of experiences** to supplement your coursework (go.umd.edu/ECSsummertips).
- ☐ Begin exploring your options for study abroad (go.umd.edu/engrabroad) and meet with an engineering abroad advisor. Study abroad will help you develop competencies employers value.

Other Considerations

- ☐ 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**.
- ☐ Don't forget to check your inbox for **Career Engineer**, our weekly email, to see time-sensitive job posts.
- ☐ 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).

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FAQS

What high school experiences can I include on my resume?

Many high school (and college) experiences can be considered relevant experience, from technical projects in clubs or competition teams, to leadership positions in extra-curriculars. Part-time or summer jobs can showcase professionalism as well as teamwork, leadership, and other great soft skills. Just note that you can remove your high school from your education section and replace it with your anticipated college graduation date (e.g. May 2026). Plan to have a strictly college-based resume by sophomore year.

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

Get involved! Take on an active role in a student organization or participate in engineering competitions to build technical and communication skills. Talk to potential employers at career fairs and information sessions, ask your professors about research opportunities, or gain non-technical work experiences to supplement your resume. Talk to older students in your major about their experiences and advice.

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 the key to a successful first year!

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... umdlloop@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)
bmesumdc@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

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NACE CAREER COMPETENCIES

During ClarkLEAD, you completed a leadership assessment to learn more about yourself and your leadership strengths. You also began to develop the skills to engage on inclusive and diverse teams. These skills are integral to success in the engineering industry.

Write your top five Strengths themes below (go.umd.edu/cliftonstrengths):

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Reflect on these themes, and as you are reviewing the National Association of Colleges and Employers (NACE) competencies (eight categories for hard and soft skills) below, consider how you might be able to apply or leverage these strengths to grow in each of these areas. The NACE competencies have been developed from employer feedback as contributing to career readiness.

Career & Self Development

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.

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion

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.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

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

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NACE CAREER COMPETENCIES

How career ready are you?

What activities, experiences, or accomplishments can you include under each competency?

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

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?

Career & Self Development • Samples: Spring Career Fair, Employer Information Sessions, Engineering Society Conferences	Communication • Samples: Global Engineering Leadership Minor, ENES100, Toastmasters, Public Speaking & Theatre classes
Critical Thinking • Samples: Balloon Payload Program, FIRE	Equity & Inclusion • Samples: Engineers Without Borders, SWE, NSBE, SHPE, ENES 338K
Leadership • Samples: Student Societies (ASME, ESC, TBP)	Professionalism • Samples: Summer Internship, On-campus Job
Teamwork • Samples: Terps Racing, QUEST Honors Program	Technology • Samples: LinkedIn Learning: MATLAB, SolidWorks

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.