



JOB SEARCH CHECKLIST

You've visited Engineering Career Services. Now, it's time to leverage the resources you learned about and make an action plan. Check off the following items to ensure that you are making great progress towards your goal of securing a job/internship/co-op.

HANDSHAKE

- Revise my resume, upload it, and mark it as visible to employers
- Update my career interests to help the algorithm
- Check the full list of employers in UMD Collections for my major
- Connect with recruiters listed in Employer profiles
- Use filters to see relevant "enr" events and recruiter in residence opportunities
- Consider networking with Handshake users at other schools under the "People" tab
- Check out UMD subscriptions, articles, videos, and other tips in the Resource Library

WEBSITE

- Save the dates for upcoming career fairs (go.umd.edu/ecsfairs)
- Go through external job boards relevant to my major/interests (go.umd.edu/ecsjobboards)
- Check the full list of employers for my major on the Salaries page (go.umd.edu/ecssalaries)
- Look for research opportunities on and off campus (go.umd.edu/ecscampus | go.umd.edu/ecresearch)

LINKEDIN

- Optimize my profile (using the guidance in Handshake's resource library)
- Check the "Hiring in Your Network" feature in the "Jobs" tab frequently
- Click "I'm Interested" under the "About" section for companies where I'd love to work
- Search for alumni to connect with at UMD
- Join relevant groups
- Identify useful LinkedIn Learning courses
- Follow the Engineering Career Services page to see amplified opportunities

EMAIL

- Check Career Engineer every week (click on the big red button to see recent opportunities)

STAY ORGANIZED

- Use the template on Handshake or another job search tracking tool to stay organized in your search (go.umd.edu/ecstracker)