

First Year Engineering Student Check-list

1. Start your resume: attend a resume workshop, use our [undergraduate career development handbook](#), or watch our [“on-demand” video](#).
2. Start thinking about the types of jobs that would be interesting—attend company information sessions or industry panels and listen to what engineers in your field are doing.
3. Develop your [“30 second pitch”](#) (handbook page 10) so that you are prepared to talk with recruiters and alumni.
4. Look at the National Science Foundation’s REU (Research Experience for Undergraduates) Program: <http://www.nsf.gov/crssprgm/reu/> . Make sure to check deadlines and give your professors time to write recommendations.
5. Read your email from the Engineering Career Center and use our online resources to search for internship openings and develop career-related skills:
<http://engineering.umass.edu/careercenter>
www.umass.careerconnect.com
6. Begin to build a network of support through friends, mentors, upperclassmen, staff and faculty.

Second Year Engineering Student Check-list

1. Update your resume—add any relevant experience or soft-skills that you gained over the previous semester or summer. Attend a resume workshop if you haven’t already, use our [undergraduate career development handbook](#), or watch our [“on-demand” video](#).
2. Attend the Engineering Career Fair, company information sessions and workshops.
3. Develop your [“30 second pitch”](#) (handbook page 10) so that you are prepared to talk with recruiters and alumni.
4. Look at the National Science Foundation’s REU (Research Experience for Undergraduates) Program: <http://www.nsf.gov/crssprgm/reu/> . Make sure to check deadlines and give your professors time to write recommendations.
5. Read your email from the Engineering Career Center and use our online resources to search for internship openings and develop career-related skills:
engineering.umass.edu/careercenter
www.umass.experience.com
6. Participate in student organizations—take an active role!
7. Continue to build a network of support by creating your [LinkedIn profile](#).

Third Year Engineering Student Check-list

1. Update your resume and your [LinkedIn profile](#)—add any relevant experience or soft-skills that you gained over the previous semester or summer. Attend a resume workshop if you haven’t already, use our [undergraduate career development handbook](#), or watch our [“on-demand” video](#).
2. Attend the Engineering Career Fair, company information sessions and workshops.
3. Develop your [“30 second pitch”](#) (handbook page 10) so that you are prepared to talk with recruiters and alumni.

4. Look at the National Science Foundation's REU (Research Experience for Undergraduates) Program: <http://www.nsf.gov/crssprgm/reu/> . Make sure to check deadlines and give your professors time to write recommendations.
5. Read your email from the Engineering Career Center and use our online resources to search for internship openings and develop career-related skills:
engineering.umass.edu/careercenter
www.umass.experience.com
6. Participate in student organizations—take on a leadership position when possible.
7. Continue to build a network of support through personal contacts, alumni, recruiters, and through [LinkedIn](#).
8. Begin to think about graduate school vs. job—attend a workshop and talk with faculty.

Senior Engineering Student Check-list

1. Update your resume and your [LinkedIn profile](#)—add any relevant experience or soft-skills that you gained over the previous semester or summer. Attend the workshop “How Companies Evaluate Your Resume” to make sure your resume is in tip-top shape.
2. Develop a strategy for job hunting: Do you know what type of work you want to do? If yes, then target the companies that do this type of work and develop a systematic plan to apply to these companies. If not, use our job board, database, and collection of job postings to narrow down your search.
3. Attend the career fairs, company information sessions, industry panels, and tech talks and be prepared to give your [“30 second pitch”](#) (handbook page 10) to recruiters and alumni.
4. Start to use engineering lingo! Use scientific, quantitative terms, e.g. chemical reactants...not a bunch of stuff in a beaker; conduct structural analysis...not see if/when it breaks.
5. Read your email from the Engineering Career Center and use our online resources to search for internship openings and develop career-related skills:
engineering.umass.edu/careercenter
www.umass.experience.com
6. Continue to take on a leadership roles within student organizations or on your technical teams.
7. Continue to build a network of support through personal contacts, alumni, recruiters, and through [LinkedIn](#).
8. Attend various workshops on deciding between multiple job offers, salary negotiation, etc.