

# UET CDC SERVICES

## Our Vision

The UET Peshawar along with Career Development Office will assist students majoring in engineering and computer science with finding summer, part-time, co-op or permanent employment in their field of study.

The UET Career Development staff will work with students to educate and prepare them for the application process, as well as help students through the transition from academic studies to the workplace.

The UET Career Development Office will maintain and expand the employer base for UET's students. Staff will identify and work with companies to connect students and fulfill industry recruiting needs.

## Mission Statement

Our mission is to:

Assist students in developing job search skills

Build career networks that benefit both employers in their search for skilled talent, as well as students and alumni

Help students and graduates secure rewarding careers in their chosen fields of study and succeed in them

Working with Students to make a decision on their career path and help you get there

### **Making a career decision**

As Engineers have some of the most satisfying and lucrative jobs on the planet. CDC Faculty guides the students with the many career paths available within the different engineering majors.

### **Cover letter and resume critiques**

CDC staff assist Students in polishing these documents to highlight the skills employers are seeking. To put student's best foot forward on paper, cover letter and resume are the documents used to market students to employers — so it is unaffordable to have mistaken.

### **Practice interviews**

In order to improve student's interviewing skills, Practice interviews are an excellent way to get better. CDC Staff guides students to plan how to dress professionally, create resume and confidently present their skill to the employers.

### **Finding an internship or a co-op position**

To help Students make a decision on their career path after graduation, and give them the skills to compete for the best engineering jobs, internships and co-op positions are better ways used by CDC Staff.

### **Search strategies**

CDC Staff guides students to make the most of their job search. The teach students the strategies for finding opportunities in the "hidden" job market, for targeting a specific location for a job search or for making connections in a particular industry.

### **RESUMES**

The purpose of a résumé is to market student's skills and experience to ultimately secure an interview. In this competitive job market, employers may receive hundreds of résumés and so only spend a few seconds with each. CDC Staff ensures to guide how can students capture their attention? By putting most relevant skills, experiences, projects, volunteering, etc. in the top half of the résumé. And not to cram in everything ever done, focus on the job and what the specific employer is looking for.

### **CURRICULUM VITAE (CV)**

Realizing that students may also need to create a curriculum vitae (CV), especially if they are applying for academic, education, scientific or research positions. CDC Staff trains students to prepare A CV, which includes more detailed information on your education and career, is also commonly used when applying for scholarships, fellowships and grants.

## **COVER LETTERS**

The purpose of the cover letter is to introduce students to the employer in a way that makes a positive first impression. CDC Staff ensures for students to design a cover letter that make it clear to the employer why student is interested in the position and what value they can bring to the organization.

## **LEARN ABOUT MAJORS AND GRADUATE PROGRAMS**

Determining student's professional direction can be daunting. Before deciding on a major or career, CDC Staff finds it helpful to ask students some key questions about their interests, strengths and working personality. What tasks make time fly by for them? What tasks do they find themselves avoiding or procrastinating on? What do other people tell them that they are good at? Do they like to work with people or independently? In an office or outside? Are they investigative, artistic, entrepreneurial, etc.?

Once CDC Staff spent some time learning about students, it's time to guide students about what real opportunities and jobs exist so students can chart their path to them.

## **HELP STUDENTS CONNECT**

One of the best ways for students to get a job after graduation is to invest in relationship building. CDC Faculty helps students connect with alumni and industry professionals for informational interviews and to broaden their professional network. The Career Development Center offers events that facilitate networking with industry leaders and programs that educate students about career development skills.

### **Encourage Students to Get Experience**

Student gain invaluable experience, learn about the world of work and make connections within it through internships or volunteering. The more people that are influential in students' lives, encouraging them to seek out these experiences, the better is the result.

### **Provide Guidance to Employers**

CDC Faculty makes sure the employer receives support and learns about the broad opportunities available to them at UETP. Also CDC Staff encourages employers to post any open positions at their company that they would like to promote with students.

### **Refer Students to the Career Development Center**

CDC Faculty play role of advocates for the free services that the Career Development Center provides UET students. Encourage students to use these resources as early as possible in their academic careers. The most successful students are those who are working toward their career beginning their first year.