

Group Advising Session ▶

Spring 2024

A large red speech bubble with a white outline, pointing downwards. The word "Poll" is written in white inside the bubble.

Poll

- Survey: <https://forms.office.com/r/495mE41w4B>

Complete the survey by Tuesday 2/6 at 9AM EST

To schedule an appointment:

- My availability is on Bookings:
<https://outlook.office365.com/owa/calendar/JessicaFisher@northeastern.onmicrosoft.com/bookings/>
- Sign up for a 1:1 or even group advising slot
- If a time doesn't fit for you email me to make an appointment



j.fisher@northeastern.edu



617.373.8587

Tips for working with me

To meet with me – Make an appointment with me via Bookings or email me over Days & Times you would be available to meet and I will do my best to accommodate. Group appointments are always encouraged!

Communicate; and do so professionally! (If you say you want my help please be on time and ready to learn)

DO NOT email multiple coordinators when you don't get the answer you like from me; or because you aren't getting a response immediately
(48 hours- 2 days is the time I have to respond)

Come prepared to our virtual meetings (email your resume over to me. Example: Have your resume, job tracking sheet and cover letters ready)

What can I help with?



Resume and cover letter review



Interview practice



Networking strategies



Crafting thank you letters/correspondence to various people



Pep talks!!!

Here is where we are at....

- This is your time to find a co-op! You can do it!
- Summer is a great time to have a co-op!
- Please note there are about 1,000 MGEN students eligible and searching as well.
- This doesn't include the other engineering students outside of MGEN or other colleges that will also be looking for a co-op/internship
- How are you going to stand out?
- What can you do??



Own Your Co-op Search

- Attend webinars - EECD, GSS, OGS
- Mock interviews - EECD, Big Interview
- Meet with your advisor when needed
 - Resume review, job questions, mock interviews
 - This is not to tell me that you haven't received any calls
- Applications
 - Each job must be tracked - 10/week
 - Each resume should be tailored
 - Suggestion: Have a master resume with everything on it from which you can create your position specific resume
- Time Commitment
 - Schedule time in your calendar for applying - and stick to it!



Events

Venture Café, Start
up Boston, ODSC,
meet-ups, LinkedIn
Share with the group!

- Speaker Series
- Industry events
- Weekly co-op Digest
- Employer Engagement & Career Design Events:
<https://careers.northeastern.edu/events/>



Resumes

- Video for tips on creating & updating your resume [here](#)
- How to write a kickass resume:
<https://docs.google.com/document/u/1/d/e/2PACX-1vQpvbP8lzPvZrNvrX58UlapQiLgh1fBQYfOS2pEJZvp-zOb9uKQJYKSsDQ6mJWoPf3H09OmdrLDcaK/pub>

While you are searching



Is the job something your interested in great apply! Do your research – find connections!



Only apply for c-ops you are truly interested in. You should not be applying to jobs you do not intend to take if offered.



Tailor your resume and cover letter; it is fine to have multiple resumes and cover letters!



DO NOT continue to search after you receive and accept a co-op offer

Quality over Quantity in your job applications!



LinkedIn

Initial Connection to Alumni from Northeastern:

SAMPLE

- Hi **Yvonne**, I'm a grad student at Northeastern and noticed you are a NU alum. I'd love to connect to learn more about what it's like working at **Mailchimp**. I saw a great internship/co-op that I am interested in. Thanks
- Be prepared to pay it forward

Check out MGEN's LinkedIn Groups:

- <https://www.linkedin.com/groups/12074088/>
- <https://www.linkedin.com/groups/7489156/>
- <https://www.linkedin.com/company/northeastern-university-mgen/>

Job search Tracker

<https://www.themuse.com/advice/job-search-spreadsheet-track-application>

Recommend to have for your appointment with me!



Professional Behavior

- Accepting a co-op
 - Be careful of your Yes and No
 - Once you say Yes, you have accepted that offer and ALL other potential offers and interviews must be withdrawn
 - Do not play the negotiation game for your co-op - the offered pay is the offered pay (full-time is a different story)
 - Always be honest
 - Always feel free to say “I need to check with my advisor first” to any question if you’re not 100% ready to give a response
 - Do your research and make sure you can get to the site and that there is available housing nearby
 - Contract work is NOT permitted





Important links

- Policies during the Co-op Search & Work Experience:
 - Includes information related to part-time co-op & no class while on co-op policy
 - <https://coe.northeastern.edu/academics-experiential-learning/co-op-experiential-learning/co-op/graduate-co-op/masters-co-op>
- Office of Global Services Final Term Enrollment Guidance
 - <https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/final-term/>
- Office of Global Services CPT



Co-op Timeline

Co-op Term	Co-op Length	Co-op Months
Spring	4 months	January – April
Spring	6 months	January – June
Spring	8 months	January – August
Summer	4 months	May – August
Summer	8 months	May – December
Fall	6 months	July – December
Fall	4 months	September – December

- Earliest start date for Summer 2024 co-op: May 6th
- You can do a co-op for 4,6 or 8 months!
- You can also do a co-op for just the summer and could be extended if you are willing, and they love you!



Questions