


Starting Your Job Search & Expo Prep

Professional Development Seminar

Resumes & Reference Sheets

- Both are due in Blackboard 9/26
 - Different upload spots – one for resume and one for reference sheet
 - You will have the opportunity to resubmit for full credit

Once you receive 15/15 on Blackboard you can then upload to CareerLINK and start applying for positions!



Schedule your
Intake by 9/28!

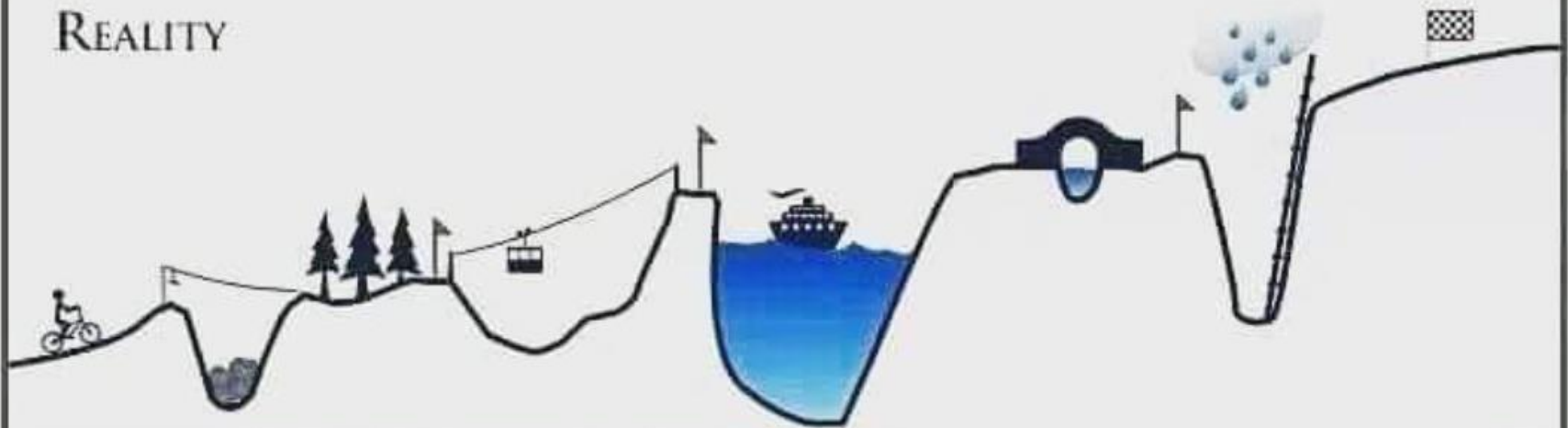
Where do I start?



YOUR PLAN



REALITY



Cast a Wide Net



Your Job Search Toolkit

- Resume ✓
- Reference List ✓
- Cover Letter
- LinkedIn Profile



Your Digital Footprint

- Google Yourself
- Check your permission settings
 - Make profiles/photo albums private
- Consider language used in your tweets, status updates, etc.
- Consider file names used on github



Staying Organized

- Create a personal tracking system and stick to it:
 - Excel doc (see example on Blackboard)
 - Folder in email
 - Notes on your phone
 - Notebook
- Save job description for future reference
 - Postings often removed once interviews begin

Ask Yourself...



What skills am I hoping to learn? What experience am I hoping to get?



What type of organizational culture would I like to experience?



Where can I feasibly travel to each day? How will I get to interviews?

Read through as many job descriptions as possible to learn about the various roles available. Jot down tasks that sound interesting or skills you've never heard of before. Then, start researching!

3 Month vs 6 Month

Co-op Search Sites

Career**LINK**

Linked**in**®



indeed®



monster.com®

careerbuilder®

- Set up job agents
- Upload resume & keep it updated
- Keep track of your accounts

CareerLINK

- Most companies will post their co-op positions here
 - Some will have you apply on CareerLINK and on their website
- Easy to navigate and tracks your activity
- Set up a job search agent so that CareerLINK notifies YOU when new jobs are available!

My Account ▾

Employer Directory

Job Search ▾


Interview Schedules ▾


Career Events & Workshops


Log Out

 Home

 Calendar

 Resource Library

 My Favorites

 I want to ... ▾

Make Appointment

Report a Professional Co-op Hire

Report a Hire

View My Activity

Saved Searches ▲

Home

Welcome, Jim McGonigle

To navigate the system use the menu items above.

Announcements

[Printer Friendly](#)

No current announcements found.

Task List

No tasks available at this time.

Upcoming Events

[See All](#)

No events available for the next week.

Account Summary

Profile Last Modified:

Tuesday, June 09, 2015

[Update Profile](#)

Current E-mail Address:

james_mcgonigle@uml.edu

[Change Email](#)

Default Resume Last Modified:

No document on file

[Update Resume](#)

Access Level:

Professional Co-op, Student

Connect With Us



Engineering - Plastics Jobs in Lowell, MA

More jobs from 

[Engineering Recruiter - Paid](#)

[Relocation to Charlotte NC](#)

[CEO Inc.](#)

[Boston, MA](#)

[Product Engineer - Product Development / Design / Pro/E / Consumer Products](#)



CAREER ADVICE VIDEOS



Business Casual



Internship to Job Offer

THE Practical information...
CAMPUSCAREERCOACH
...real-world answers. .COM

INTERVIEW **STREAM**
practice
VIDEO interviews

LinkedIn

1. Once you've entered search criteria, click Create search alert.
2. Choose how often you'd like to be notified of new job listings.

Saved job searches

Save this search to get notified as new jobs become available.

Create search alert

Create search alert

Jobs in Lowell, Massachusetts
Computer Software, Internship

Receive alert

Daily ▼

Get notified via

☒ Email

☒ Mobile and desktop notification ⓘ

Cancel Save

Indeed



what

mechanical engineering internship

job title, keywords or company

where

Lowell, MA

city, state, or zip

Find Jobs

[Advanced Job Search](#)

mechanical engineering internship
jobs in Lowell, MA

Showing results for **mechanical engineering internship jobs**

Did you mean: [mechanical engineering internship jobs](#)

[Upload your resume](#) - Let employers find you

Mechanical Engineering Intern

iRobot Corporation - ★★★★★ 15 reviews - Bedford, MA
iRobot is seeking a bright and energetic student to join our engineering team. This internship will start in July - December 2017...
Sponsored - [save job](#)

Data Science Intern

iRobot Corporation - ★★★★★ 15 reviews - Bedford, MA
You have graduate-level background in data science, statistics, or mechanical/building/electrical engineering. Are you excited about spelunking in robot data?...
Sponsored - [save job](#)

☒ Be the first to see new **mechanical engineering internship jobs in Lowell, MA**

My email:

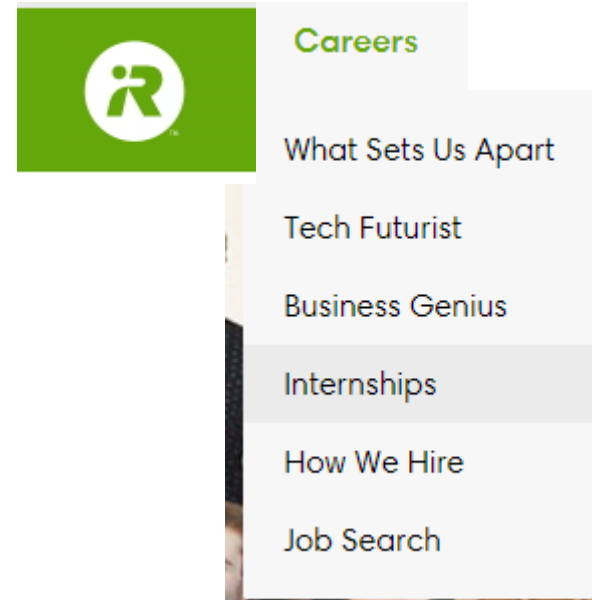
☒ Also get an email with jobs recommended just for me

Activate

You can cancel email alerts at any time.

Company Websites

- Each website is different. Look for...
 - “Careers” section
 - “Internships” page
 - “On Campus Recruiting”
 - “College Program”
 - “Students”

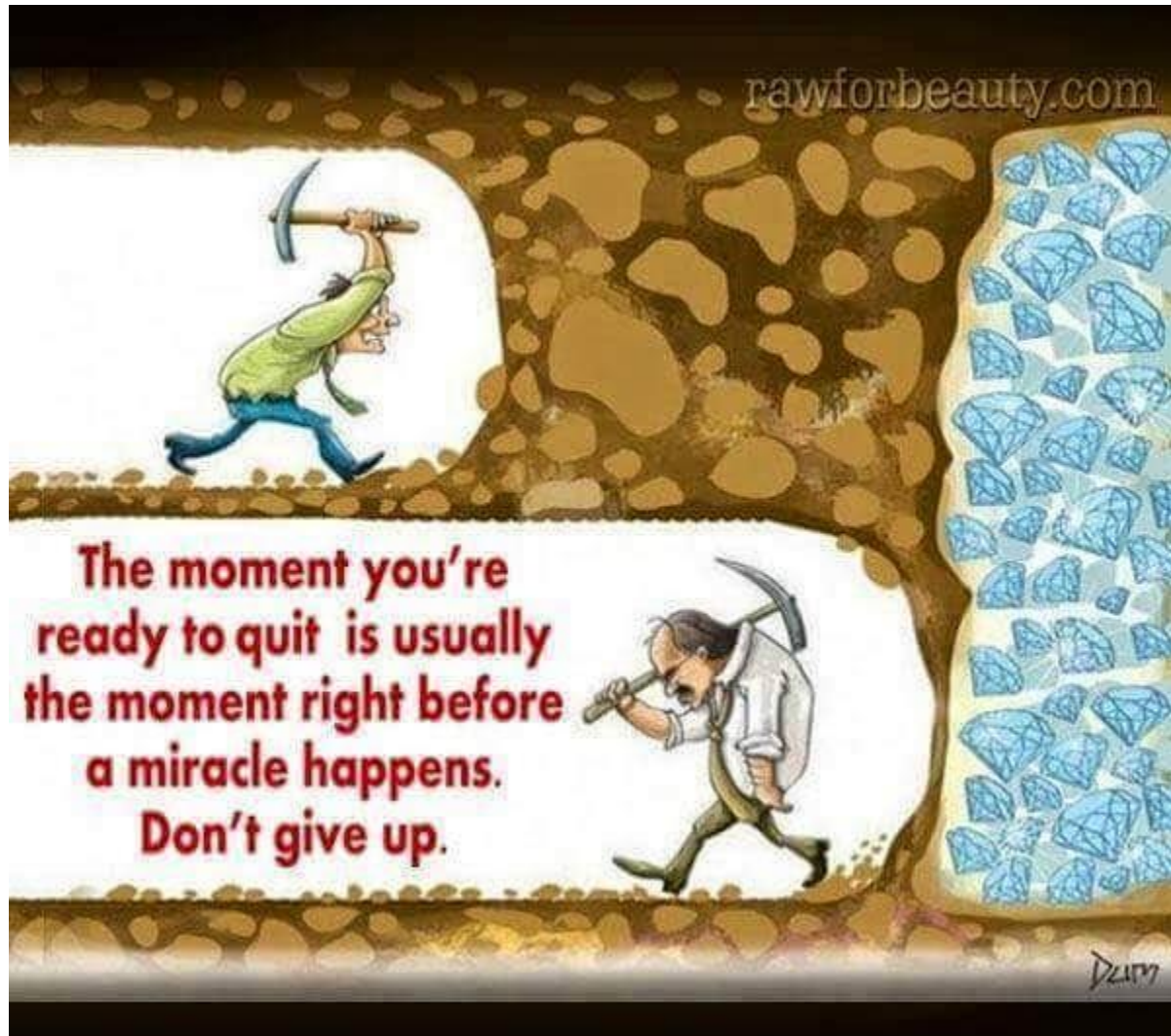


- Check with co-op advisor to see if a company you are interested in has ever hired UML students.

Communicate!

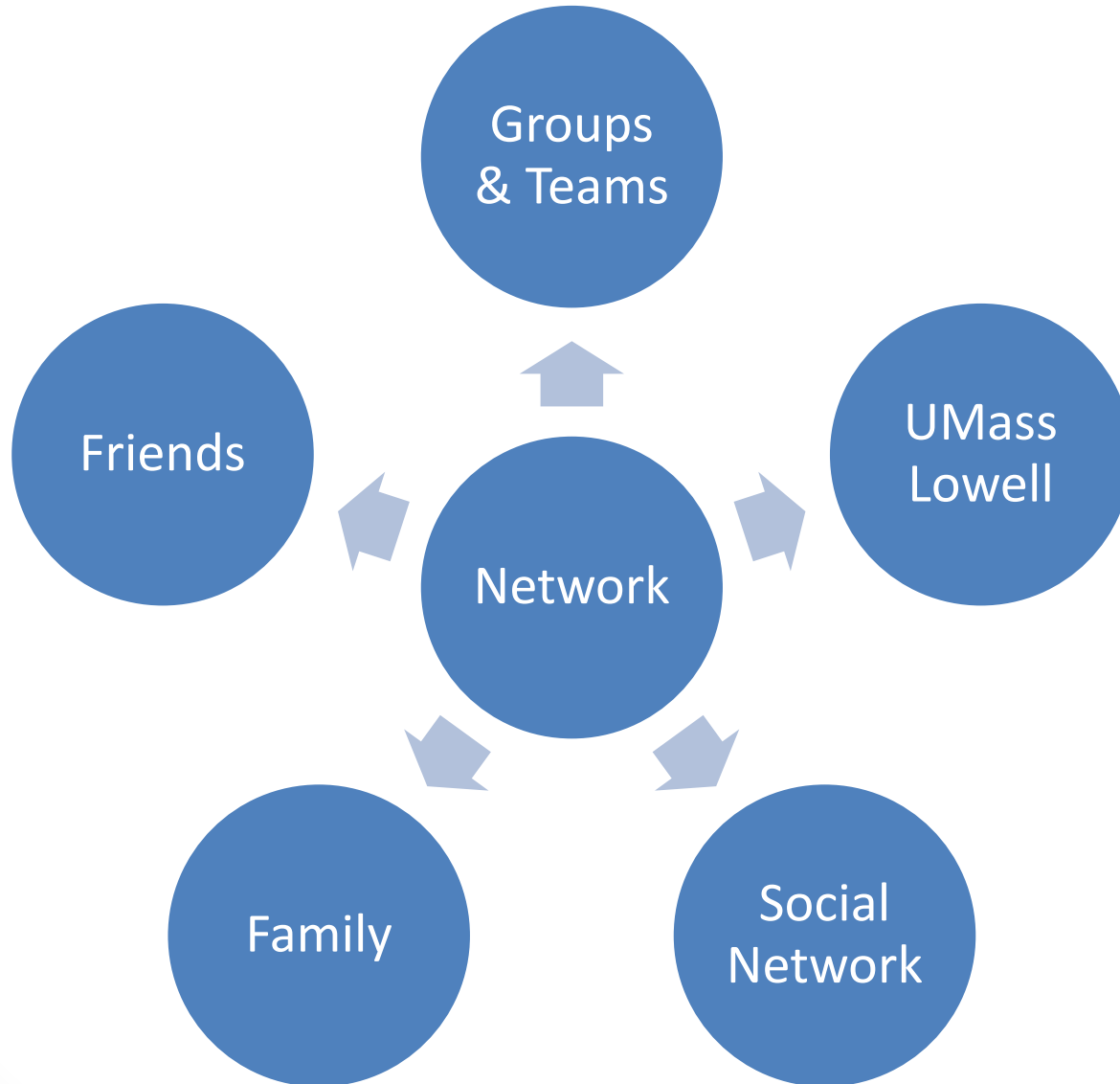
- Inform co-op advisor of any phone/in person interviews
 - We may have insight to the company's interview process
 - We can help you prepare
- Share job search strategy with co-op advisor, especially if something changes
 - You decide you want a 6 month instead of a 3 month
 - You are no longer interested in robotics companies
 - You decide you really want to work in New Jersey

Work Hard and Stay the Course



Networking & the Co-op Expo

Relationships Matter



Time to Practice!



The Co-op Expo

When: Thursday, Sept. 27 ****No Class**

- Business/CS Majors: 5:00-6:00pm
- Engineering Majors: 7:00-8:30pm

Where: Moloney Hall, UCrossing

What to Bring: Padfolio/Notebook with prepared questions and a pen

What to Wear: Business casual or proper class attire (no sweats, athletic attire, ripped clothing, etc.)

Registration/Check-In

- Bring your UML ID: this is how we take attendance
- Arrive a few minutes early to avoid long lines
- Two check-in lines: presenter and attendee
 - You are an attendee and can go to any line designated as such

What is it?



- Opportunity to learn from students returning from their co-op
- Two way conversation
- Companies will be arranged in alphabetical order (some engineering companies in foyer)

Things to Know/Tips

- Room will get crowded and loud
- Travel lightly (there will be a designated coat area)
- Take notes & take pictures of interesting flyers
- Prep effort = usefulness of event
- Organized by major, but stay open-minded

How to Prepare

- Review assignment sheet
- Participant List – use it to develop your list for the event!
- Come with a list of companies you want to visit and a list of questions

Co-op Expo Assignment

Course Objectives:

- Be able to identify and articulate interests, skills, and educational experience to career services staff and employers and how these relate to career and co-op choices.
- Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.

Attend the Co-op Expo as indicated on your syllabus. *Business casual or proper class attire is expected – no sweatpants, athletic attire, or ripped clothing.*

Before the Co-op Expo:

- Identify and research a minimum of 5 organizations that you'd like to learn more about.
- Prepare 3 to 5 questions to ask the representative (*this individual will be a student who has completed a co-op work experience*) of each organization. While most of the questions for each company may be the same, you may have some specific questions related to their work, location, culture, etc. Use the list below as you see appropriate and feel free to develop your own questions:
 - What was your most favorite part about working for x company?
 - Tell me more about the project (s) you worked on.
 - What was the most significant skill you learned/acquired as a result of this co-op?
 - How would you describe the culture? The people? The work environment?
 - How did you find opportunities to interact and network with other employees/co-ops outside of work?
 - How did you get the job at x company? (i.e. through CareerLINK, career fair, networking, outside sources, etc.)
 - What was the interview process like?
 - How has this experience shaped what you will do next with your career?

During the Co-op Expo:

- Meet representatives from each organization of interest; as time permits, visit others. This event is your chance to learn more about a number of co-op positions – take advantage of the opportunity to learn about as many positions/companies as possible.
- Take notes as appropriate.

After the Co-op Expo:

- Write thank you notes to all the people you met at the Co-op Expo – email is fine to use for this.
- Be prepared to participate in a reflective activity during the next PDS class section. Questions may include, but are not limited to:
 - What co-op experience sounded most interesting to you? Why?
 - How have your thoughts about co-op changed after the expo?
 - What was the most valuable thing you learned at the event?

What did you learn at the Expo?

- “Nearly all of the skills that were used were acquired during their time there and not known beforehand.”
- “Even if a job description lists skills that you don’t have, that job may still be in reach.”
- “Many of the positions sounded more interesting speaking to people rather than the impression their job description gave to me.”
- “Employers treat you like an actual employee and want you to do well.”
- “Work environment and training process are important to me and I hadn’t put too much thought into what I liked prior to the Expo.”
- “I learned how little I knew about the interview process.”
- “It is not uncommon to be assigned a mentor.”

Ask Away!

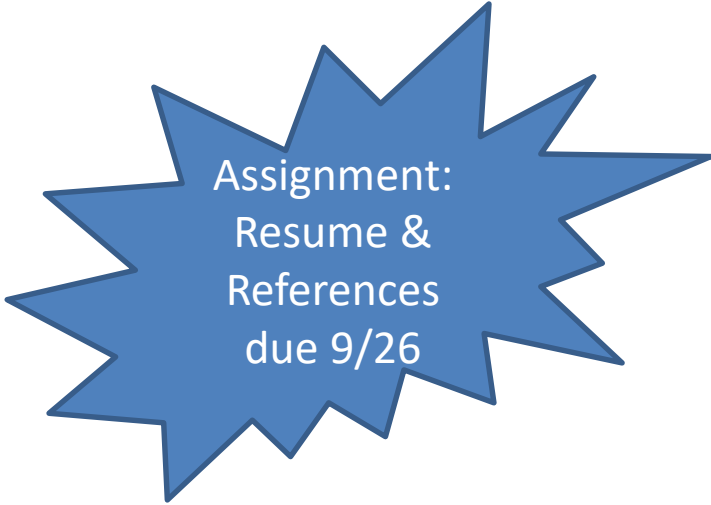


Next Class – 9/27

- Co-op Expo
 - No Class from 4:00-5:15pm
 - Instead, I will see you at the event – event attendance is 10 points toward your grade

Prep for Class on 10/4

- Read Chapter 3 (pgs. 75-119)
- Read “Making the Most of Career Fairs” on Blackboard



Assignment:
Resume &
References
due 9/26