

# CAREER PLANNING

## SENIORS

Contact Career Services to become familiar with the services and resources available. Meet the staff, introduce yourself, check out [www.mtech.edu/career](http://www.mtech.edu/career) or browse through the Career Services Library. Any questions regarding choosing and using a major, finding a part-time job or career can be answered through a scheduled appointment or through walk-in hours when available.

### Recommendations for SENIOR students:

- Read and complete the checklist for juniors.
- Submit your updated resume online in **DIGGERecruiting**. Make sure to update your profile information online. This is how you can participate in the on-campus interviews. Submit your resume electronically and view and apply for full-time jobs and internship opportunities.
- Continue to participate in the alumni networking program. Complete an informational interview with at least one alumnus per semester. Talk to someone who is already in the profession; this is the best way to find out what working in the field will be like.
- Discuss career opportunities with faculty, friends and alumni. Be specific about what you are seeking. Network! Network! Network!
- Read at least one book on the job search process and familiarize yourself with the resources available in the Career Services Office.
- Become an active member or leader in a professional organization related to your major.
- Attend the Career Fairs on campus. Re-acquaint yourself with the organizations you met with in the past and give them an updated resume. Also meet new companies to broaden your job search. Contact Career Services or visit the website at [www.mtech.edu/career](http://www.mtech.edu/career) for additional information.
- In **DIGGERecruiting**, check out the workshops held each semester sponsored and presented by Career Services, as well as industry experts. Attend these workshops to improve your resume, cover letter, interviewing skills and job search skills.
- Take advantage of a practice interview to help prepare for an upcoming interview. This helps you prepare answers to potential interview questions and gain interviewing experience. It also helps ease your nerves. You will be ready for the real thing!
- Research companies! Know the skills and requirements the companies are looking for and do research before sending a resume and cover letter to the organization.
- If you are having trouble or getting frustrated with your job search process, make an appointment with Career Services to review your career search strategy and brainstorm some ideas.
- Schedule interviews with employers who are recruiting on campus. Use your **DIGGERecruiting** account to check the recruiters' schedules and sign up for information sessions and interviews.
- Let Career Services know when you have successfully found a job. Celebrate the fact that your years of hard work and career preparation have finally paid off. Congratulations!

