

# CAREER PLANNING

## SOPHOMORES

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 SOPHOMORE students:

- Read and complete the checklist for First Year Students.
- Make sure to update your profile information in **DIGGERrecruiting** (including your year in school, expected graduation date, GPA and other profile information). Upload a resume to participate in on-campus interviews. View and apply for full-time internship and jobs opportunities.
- Visit Career Services to become familiarized with all of the services and resources available. Checkout the “Calendar” of events and the “Workshops” online.
- Continue to add items to your individual file of career planning materials (activities, references, letters of recommendation, names of people to contact, etc.). Keep an ongoing list of projects, activities, honors and committee memberships to use on a resume or refer to in an interview.
- Do more career exploration:
  - Affirm your values, interests, personality traits, abilities, aptitude, and lifestyle preferences through informational interviews to determine job responsibilities related to your career.
  - Speak with representatives from academic departments to finalize your decision on a major.
  - Use research material from the Resource Library, Internet and Career Assessments. Read at least one book on career planning and collect information about specific career areas.
- Participate in the alumni networking program. Alumni are very willing to share information about the steps they took and getting established in the workplace. An informational interview is the best way to find out answers to the specific questions about what to do with your major or about particular careers.
- Take electives, courses outside your major, or areas of study that you are interested in, to gain additional desirable skills necessary for your future in the work force.
- Join a club or organization on campus; participate in community service or volunteer opportunities to help build a broad background of college experiences. Contact the Student Activities Council in the SUB to ask about student groups.
- Visit the Career Fairs on campus. Many of the recruiters are alumni or visit campus year after year. Introduce yourself to companies who are hiring in your degree area. Contact Career Services or visit the website at [www.mtech.edu/career](http://www.mtech.edu/career) for additional information.
- Attend the workshops held each semester sponsored and presented by Career Services. These workshops will help with your resume and cover letter writing, interviewing skills and job search strategies. Access the schedule of “Workshops” through your **DIGGERrecruiting** account.
- Familiarize yourself with the student jobs posted online in **DIGGERrecruiting**, all student employment, off campus part-time, internships, summer and volunteer opportunities are listed online.
- Develop a resume and have it critiqued. Also schedule time to visit with Career Services about work experience that is meaningful, useful, and related to your career goals.
- Apply for a summer job or internship to build a good work ethic and develop applicable hands-on experiences.

