

# Engineering Career Development Checklist

## Freshman Year

### Workshops

- Attend the “Prep for the Engineering and Tech Fair for First Timers” workshop. RSVP via Handshake.
- Attend the “Research, Prepare, and Target Companies Seeking You at the Career Fair” workshop. RSVP via handshake.
- Attend one of the weekly “Resume & Cover Letter Express” workshops. RSVP via Handshake.
- Attend the “Tech What? Technical Interview Tips for Beginners” workshop. RSVP via Handshake.
- Attend the “LinkedIn: Networking Strategies” workshop. RSVP via Handshake.
- Look out for professional development workshops from clubs specific to your major, such as AIChE or ASCE.

### Career Fairs

- Attend the Engineering & Tech Fair. RSVP via handshake.
  - Have several copies of your resume prepared.
  - Research attending companies beforehand.
  - Request contact information for recruiters you speak to and send follow-up emails.
- Attend your major-specific career fair.
  - Have several copies of your resume prepared.
  - Research attending companies beforehand.
  - Request contact information for recruiters you speak to and send follow-up emails.

### Feedback & Advising

- Join MentorSEAS.
  - Ask your mentor for advice about activities and experiences they found valuable.
- Attend faculty advising hours.
- Set up an appointment with a Career Engagement Educator through Handshake.
- Attend Undergraduate Internship Program drop-in advising hours if you have any questions.
- Join UCLA One and request an alumni mentor.

### Professional Networking

- Create a LinkedIn account.

- Attend at least one company information session per quarter.
  - Information sessions can be found via Handshake.
  - Information sessions arranged by engineering student organizations can be found on ESUC's Industry Recruitment Calendar on their website.
- Attend the UCLA Alumni Center's STEM Networking Night.
- Attend the Society of Women Engineers' Evening with Industry event.
- Look out for networking and alumni events put on by engineering organizations that you are a member of.

## Resume-Building Experiences

### Technical Experience

- Take Engineering 96 for an introduction to hands-on engineering projects.
- Visit the Makerspace in Boelter Hall.
- Explore the projects put on by engineering student organizations.
- Talk to professors' whose research interests you about working in their lab.

### Leadership/Soft Skills Experience

- Consider applying for committee or leadership positions in student organizations.
  - Many clubs will open applications in fall for freshman-focused leadership opportunities.
- Volunteer for a cause or campaign of interest to you.
  - Visit the UCLA Volunteer Center's website for opportunities.
- Seek out a part-time job that allows you to develop important soft skills.

## Tools & Resources

### Searching

- Create a Handshake account and complete your profile.
- Use Handshake's built-in job search function to find relevant opportunities.
- Use LinkedIn's job search function to find relevant opportunities.
- Visit the UCLA Engineering Career Pathway Resources website for internship and job postings.  
<https://www.seasoasa.ucla.edu/internship-opportunities-2>
- Specific engineering professional organizations (such as AIChE) usually have their own job boards.

### Applying

- Apply through Handshake or the company's Careers website.
- Provide your resume at info sessions and career fairs.