Engineering Career Development Checklist

Sophomore-Senior Year

Workshops
• Attend the “Job Search Crash Course: Ace the Interview” 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.
  o Have several copies of your resume prepared.
  o Research attending companies beforehand.
  o Request contact information for recruiters you speak to and send follow-up emails.
• Attend your major-specific career fair.
  o Have several copies of your resume prepared.
  o Research attending companies beforehand.
  o Request contact information for recruiters you speak to and send follow-up emails.

Feedback & Advising
• 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.
  o Information sessions can be found via Handshake.
  o 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
• 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.
• Consider joining a formal research program.

Leadership/Soft Skills Experience
• Consider applying for committee or leadership positions in student organizations.
• Consider applying for project lead or manager of student technical projects that you are a part of.
• Volunteer for a cause or campaign of interest to you.
  o 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
• ESUC Industry Calendar: http://www.esuc.ucla.edu/engineering_calendar
• 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.