

Did you know: September/October is when most US companies search for the majority of their summer interns, and December and May graduates.

You have a lot to do. Start NOW.

- Get your [résumé](#) written or refreshed
 - This is time consuming. Do it section by section and take breaks, but get it done.
 - Follow the [résumé](#) template and tips on our website. Employers prefer the template.
 - Save your résumé with a meaningful title. Employers can see what you called it
 - Terry Rodriguez Aerospace Engineer intern = good
 - Resume = bad
 - Check it for spelling, [verb](#) tense, keywords from the job description, format and font consistency
- Get your [résumé](#) reviewed by the engineering career center
 - Drop it into [Optimal Résumé](#)
 - Make a [Zoom appointment via Handshake](#)
 - Fulton Schools of Engineering > résumé appointment > pick a person
- Update your [Handshake account](#)
 - Update your [profile](#)
 - Make your [profile public to employers](#) so they can find you
 - [Upload your error-free freshly current résumé](#)
 - Make your résumé public to employers so they can find you
- Start looking for and applying to internships and jobs
 - [Set-up saved searches](#) in Handshake so you will be notified of opportunities
 - Apply to internships and jobs on both [Handshake](#) and the company's direct website
 - Applying in both places, if the system allows, increases your chances of being seen
 - Check back each week and do the same
 - Keep a spreadsheet of company, position names, titles, application date and close date
 - Save a copy of the job description for future reference
- [Search career fairs](#) in Handshake
 - Pay special attention to the Fulton Schools and ASU-wide career fairs
 - Employers are still signing-up so check back each week
 - Select the blue button to indicate you are attending
 - Read the details of each fair to know if it is being hosted by CareerEco, Handshake or other platforms
 - [Be familiar with how the fairs will work](#)
 - [CareerEco](#)- After creating an account, access the training videos and documents
 - [Handshake Guide to Attending a Virtual Career Fair](#)
 - [Research companies that are attending](#), and mark those that interest you as "favorites"
- Create your [CareerEco profile](#)
 - Employers can see your [résumé](#) and CareerEco profile in advance of the career fair(s)
 - Use your ASU email address to create your profile
 - Upload your [résumé](#)
 - Follow all CareerEco tips

- Note: There is a delay from when employers register in Handshake for the career fair and when they create their CareerEco account
- Create or update your [LinkedIn profile](#)
 - We are hearing from employers they will be relying on LinkedIn even more for internship and new grad recruiting, since travel for on-campus recruiting has shrunk
 - Update your profile setting to looking for work
 - Join groups that relate to your career interests
 - Follow employers that interest you. They often post opportunities and tips on their pages
- Get help
 - Review the [engineering career center website](#) for **presentations** on your own
 - **Attend the Zoom-based [engineering career center prep series](#)**
 - Too many? Use the filter bubble near the top to narrow down your options to the 4 Fulton Schools of Engineering Career Centers, topics include:
 - Create Your Technical Résumé
 - Get Ready for the Online Career Fairs
 - Conduct an Effective Internship/Job Search
 - Create Your LinkedIn Profile
 - Ace Your Interview
 - Get the Most from Handshake
 - Understand Salary Negotiations
 - Favorite events so you can find them again
 - [Attend employer information sessions](#)
 - Set-up your voicemail with a brief clearly spoken professional message, including your name
 - Have a set of dress clothes
 - Test your Zoom, webcam and microphone; ensure your background is distraction-free
 - Double-check the time zone of career fairs, events, and interviews
 - Most career prep events hosted by the Engineering Career Center are in Mountain Standard Time (MST). Arizona State University, like most of Arizona, does NOT change time for daylight savings.