

# Career preparation tips for first-year students

>> first semester >>



- **Concentrate on adjusting to college.** Make friends, learn how to navigate campus, how to get things done, and time management skills to balance school, work and downtime.
- **Take ASU 101 and FSE 100 (or FSE 394) in your first semester** at ASU, so that you maximize your ASU experience by learning about all of the resources available to you.
- **Develop good study skills and do well in your coursework.** A strong GPA creates the foundation for more advanced coursework and signals future employers that you know how to study and manage your time.
- **Explore student clubs and organizations and participate.** These groups provide exposure to careers in your major and opportunities to develop your leadership skills.
- **Read information sent to you.** Emails and newsletters contain important announcements, academic information, and career opportunities. Set up a “Career” email folder. Put events and important dates on your calendar as you see them.
- **Start your career journey.** Prepare for and attend Career Exploration Night and panels.
- **Meet with a peer career coach** to learn about career resources.
- **If you are a transfer student, accelerate your career preparation:**
  - » Meet with a peer career coach to learn about career tools
  - » Prepare your résumé, LinkedIn profile and Handshake profile
  - » Be ready to apply for and interview for positions before the Fall Career Fair
  - » Attend the Fall Career Fair

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- **Continue building a solid academic foundation** and gaining confidence in your major.
- **Use the Ira A. Fulton Schools of Engineering Career Center website** to learn about career preparation.
- **Attend the First Year Career series.** Learn how to create a professional résumé, apply and interview.
- **Pay attention to information sent to you** regarding career preparation and job opportunities.
- **Engage with companies** at information sessions, talks at student organization meetings, company-sponsored competitions, and other events, to increase your awareness of careers and to practice professional networking.
- **Meet with a peer career coach** to polish your first technical résumé and research career options for your major.
- **Attend the Spring Career Fair.**
- **Make a summer plan** to add to your skills and give you a direct experience in an industry or other career-related experience.
- **Apply for campus organization leadership roles** for next year.



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**ASU** Ira A. Fulton Schools of **Engineering**  
Arizona State University

[career.engineering.asu.edu](http://career.engineering.asu.edu)

# Career preparation checklist at a glance

## First year (including transfer student)

### Set up for success

- Focus on academic excellence
- Participate in a student club or professional organization related to your major
- Learn about career opportunities: read Inner Circle every week and connect with the Ira A. Fulton Schools of Engineering Career Center on Facebook
- Visit the Ira A. Fulton Schools of Engineering Career Center at [career.engineering.asu.edu](http://career.engineering.asu.edu) to learn about workshops, events, services and resources available to students
- Schedule an appointment with a peer career coach to get assistance with:
  - » Tools to clarify your interests, skills, personal and work values and lifestyle factors
  - » Research careers related to your major
- Attend Ira A. Fulton Schools of Engineering Career Center events, such as:
  - » Career Exploration Night and panels
  - » First Year Career Series
  - » Résumé Workshop
  - » Company information sessions
  - » Spring Career Fair
- Create your career information: résumé and LinkedIn profile
- Use Handshake: Complete your student profile and watch for information about career events to attend, such as company information sessions and career fairs
- Apply for campus leadership roles

### Outcomes

- ✓ Gain confidence in your major
- ✓ Begin to think of yourself as a future professional
- ✓ Create your résumé
- ✓ Create your LinkedIn profile
- ✓ Attend career events, including career fairs
- ✓ Take an active role in a campus organization

## Sophomore

### Get involved

- Focus on academic excellence
- Actively participate/take on a leadership role in a student club or professional organization related to your major
- Build your résumé: demonstrate job skills through employment, class projects and/or community activities
- Learn how to network using LinkedIn, professional events and informational interviews to develop a professional network
- Attend company information sessions to refine your knowledge of professions and industries
- Participate in professional events, such as organizations, competitions and other events to provide exposure to careers
- Attend Career Fair preparation sessions
- Learn interviewing skills
- Schedule an appointment with a peer career coach to get assistance with:
  - » Updating your résumé
  - » Practice interviewing
- Use Handshake: apply for internships
- Update your career information: Handshake profile, résumé and LinkedIn profile
- Research companies and attend the Fall and Spring Career Fairs

### Outcomes

- ✓ Identify career path
- ✓ Engage with professionals at organizations, competitions and company events
- ✓ Update career information: profiles and résumé
- ✓ Secure a career-related experience
- ✓ Continue building your reputation and network of professionals

## Junior

### In the fall, apply for internships

- Update your résumé before Fall Career Fair and again before Spring Career Fair
- Research target organizations for intern positions and apply on-line before Fall Career Fair
- Learn how to use multiple strategies for job search
- Continue to attend company information sessions
- Attend Fall (Sep/Oct) and Spring (Feb/Mar) Career Fairs
- Make the decisions about applying for graduate school: 4+1 program, applications, preparation for GRE, MCAT, LSAT
- Schedule an appointment with a peer career coach to get assistance with:
  - » Updating your résumé
  - » Applying for internship and co-op positions
  - » Practicing interviews
- Continue building your reputation and network of professionals

### Outcomes

- ✓ Update career information: profiles and customized résumés
- ✓ Use job search strategies, including networking
- ✓ Apply for internship and co-op positions
- ✓ Create a plan for graduate or professional school
- ✓ Secure summer internship or career related part-time employment

## Senior

### At least two semesters before graduation

- Review this sheet to ensure you've covered the basics
- Start applying to jobs no later than Spring for Fall graduates; no later than Fall for Spring graduates
- Update your profiles and customize résumés before Career Fairs
- Research target organizations for full-time positions and apply online before Fall and Spring Career Fair
- Engage genuinely with your network and assist others in your network too
- Take the Fundamental of Engineering exam, if applicable
- Make your decision regarding graduate school

### Outcomes

- ✓ Secure professional employment, graduate school admission or military assignment

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