

## CAREER PLANNING JUNIORS

Contact Career Services to become familiar with the services and resources available. Meet the staff, introduce yourself, checkout [www.mtech.edu/career](http://www.mtech.edu/career). 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 Junior Students:

- Read and complete the checklist for Sophomores.
- Update your account in DR 2.0 and submit your resume, cover letter, and applications online. Continue to update this information as you complete coursework or have additional work experience.
- Continue to update your career portfolio with current activities, references, letters of recommendation, certifications, awards and recognition, as well as committee memberships.
- Get hands-on experience! Attend company information sessions or meet with Career Services to discuss opportunities to apply for an internship.
- Participate in the alumni networking program. Complete an informational interview with at least one alumnus per semester. An informational interview is the best way to find out answers to the specific questions about particular careers or job titles, as well as company research.
- Read at least one book on internships, leadership, or research a specific employer using resources available in Career Services, University Relations Center 109.
- Take a position of leadership within campus clubs or organizations or in the community through service or volunteer organizations. Contact the Student Activities Council to ask about leadership opportunities.
- Attend the Career Fairs to inquire about internships or summer opportunities. Speak with different organizations and present them your resume. Gain skills in presenting yourself as a professional. Contact Career Services or visit the web site 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 “Events” in DR 2.0.
- Practice your interviewing skills with a mock interview. This will help you see how you appear to company recruiters and give you the opportunity to make changes before it is too late.
- If you are considering a graduate program, begin contacting graduate schools for additional information and deadlines. Prepare a graduate school essay, take a practice test, schedule an appointment to discuss your application materials for graduate school.
- Over the summer, continue to update your resume on DR 2.0 and be aware of upcoming on-campus interview opportunities. Select your interview attire and make sure it fits properly and will be comfortable during interviews.

