Career Plan for Graduate Students

♦ Meet with Career Development Center Staff to discuss your career interests. Are you considering a career in academia, research, or industry? Are you interested in post-doc studies?

♦ Create or update your Job Finder account to search for full time opportunities in research or industry.

♦ Search Job Finder jobs regularly and often to identify new opportunities. Create job search agents that match your interests to receive emails when new positions are posted that match your skills and interests.

♦ Use Job Finder to post your resume, search for jobs, schedule interviews, and opt to have your resume included in resume books to companies.

♦ Access Career Search to find companies in your industry of interest, along with additional external resources to finding full time opportunities.

♦ Network with professors, alumni, on campus speakers, information session hosts, friends, family, and past supervisors.

♦ Attend the fall and spring career fairs. In March, there is the Biotechnology and Bioengineering Career Fair, along with the Colleges of Worcester Consortium career fair.

♦ Develop a list and maintain a log of employers that interest you and that you applied to. Follow up after 2-3 weeks if you have not received a response.

♦ Pursue internships, fellowships, or research during your summers of graduate school. Present your research at conferences; submit papers to publications. Include these items on your resume.

♦ Update any internship or research that you have conducted on your resume.

♦ Finalize your resume and have it critiqued by the Career Development Center. Upload the new version of your resume into Job Finder.

♦ Create and have your cover letters critiqued.

♦ Request, confirm, and receive three letters of recommendation/reference.

♦ Purchase an interviewing and presentation suit.

♦ Strengthen your interviewing skills by participating in a mock interview.

♦ Review job offers. Speak with Career Development Center Staff to discuss negotiation techniques.

♦ Join and maintain involvement in professional associations. Search for positions and post resume in career section of professional associations.

♦ Learn about WPI alumni chapters and involvement opportunities to continue to develop your network and support system for post graduation.