Welcome to the College of Engineering! Engineering Career Services has the same goal for you as you do for yourself – to graduate and be very prepared to be a great engineer! This guide is a general overview of the path and steps you should take to be successful according to our experience and what employers have told us.

*Engineering Career Services office, contact info, and resources*

- 308 Marston Hall, open 8-5
- Reach us, phone: 515-294-2540, e-mail: ecs@iastate.edu, or website: (http://www.engineering.iastate.edu/ecs)
- What we do for students – provide career fairs, career workshops, career advising, maintain engineering company connections, maintain ISU CMS ([https://ecms.eng.iastate.edu/students](https://ecms.eng.iastate.edu/students)) which is your main portal for professional jobs, company info, and career events calendar.

The emphasis is on early career initiative to obtain an internship! ISU is solid technical school so employers looking for professional skills and wisdom gained through leadership and internships. It takes hard work and dedication to gain professional skills and here are our recommendations for how you become a great engineer ...
Your career timeline and to-do checklist

- Freshmen Year –
  a. Attend ClubFest and get involved in an organization or two. This helps you make friends, feel connected to ISU, and is great for your resume as you build communication and project management skills.
  b. Dust off your high school resume. Review ECS’s webpage on resume writing: [http://www.engineering.iastate.edu/ecs/students/resumes-and-cover-letters/](http://www.engineering.iastate.edu/ecs/students/resumes-and-cover-letters/) and update it for: objective to get a summer internship, new ISU major, and new ISU activities.
  c. Attend career seminars and company information sessions. These are non-scary talks where you can learn all the inside secrets on what companies are looking for in their engineers.
  d. Attend fall career fair. Read ECS’s webpage on the career fair: [http://www.engineering.iastate.edu/ecs/career-fair/](http://www.engineering.iastate.edu/ecs/career-fair/) with special attention to which companies are coming and how to research them. When you know something about companies and their products you learn engineering and they get more excited to talk with you at the fair.
  e. Stay active in clubs, talk to older students (ask career questions to peer mentors), and continue studying hard because companies want to see you maintain above a 3.0 GPA.
  f. In semester 2 you need to update your resume with ISU GPA, involvement, and new skills learned. Make sure your resume is uploaded in ISU CMS: [https://ecms.eng.iastate.edu/students](https://ecms.eng.iastate.edu/students)
  g. Prepare and attend the career fair with the intention of getting a summer internship. Meet with career services staff for tips. Learn to use ISU CMS effectively by attending a workshop or reading the “Student User Guide to ISU CMS” inside your CMS account (in Document Library).
- **Sophomore Year** -
  a. Increase your involvement in a few clubs, your dorm, learning communities, or community activities. Companies want to hire leaders and go-getters. Take responsibility and your skills will grow fast!
  b. Update and polish your resume. Research best ways to write a resume and consider making an appointment with Career Services to have us help you make it an A+ resume! Companies are looking for good work experience, a >3.00 GPA, and leadership experience.
  c. Research the career fair companies with the specific intention of having long conversations with them at the fair. Make sure you reconnect with employers you talked to freshmen year and impress them with your new skills, knowledge, and confidence.
  d. Attend seminars and info sessions with the intent of asking questions, learning companies’ expectations, and processes for internships.
  e. Take leadership roles in activities, challenge your technical skills by joining an engineering project club or competition, perhaps talk to faculty about helping with their research.
  f. During summer hopefully you will have your first internship but if not then you should focus on getting as professional a job as possible in research, management, or a technician in a field close to your major.

- **Junior** –
  a. Begin the year with goals on how you will add more professional activities or refine the scope of what you already do. This is a year where you will be selective and focused on your time as related to career development. Your biggest leadership experiences will probably be this year. Be very connected to ISU and its resources.
  b. Attack the career fair hard. By now you should have project management and leadership skills as well as a good basic knowledge of your discipline. If you’ve had an internship then leverage that experience for bigger and better internships. If you have not had an internship yet make sure you dedicate extra time in preparing and talking to all companies hiring your major, big and small.
Your junior year classes are important! Beginning tech electives, group projects, and English technical/professional writing can help advance you. You will learn a great deal of useful knowledge this year!

Build/Maintain your network – attend anything and everything that companies provide, actively e-mail your contacts letting them know your availability. If you haven’t already, start a LinkedIn account and actively participate in the professional social media environments your target companies use. Join your discipline’s professional organizations and utilize their magazine, online, and conference resources.

Analyze your post-graduation goals of whether you will enter industry or stay in academia. If academia, then make sure you are doing undergraduate research in second semester and/or summer, checking the processes and timelines for applications, and talking with faculty and grad students about their specialties and networks in certain disciplines.

**Senior Year –**

- If targeting graduate school then check on taking GRE in fall, continue research, and start gathering process timeline and application needs. Will need to write essays and gather faculty letters of recommendation.
- Strengthen network by sending personal as well as professional messages to all the colleagues and friends you have made. Use LinkedIn and other social networks to actively engage in online discussions.
- Attend specialized workshops designed to practice a perfect interview, perhaps how to evaluate job offers, and transitioning to the workforce.
- When you attend career fairs and interviews, be proactive in asking questions that will help you make the best choice for job offers. You will probably want to know job responsibilities/opportunities in the short and long term, company culture, location, and benefits.
- **Make sure you report to ECS when you decide on your post-graduation plans.** We will send you a survey and your information helps us make ISU look great, our employers with market analysis, and helps the next generation of students make good decisions. If you are having trouble finding positions then come in to our office asap and ask our advice.
- Remember that our alumni services are free for life! Just ask us.