

HEINZ COLLEGE CAREER SERVICES ROAD MAP TO SUCCESS

SEMESTER 1

- Meet with your Career Advisor
 - Review resume and cover letter
 - Identify career interests and goals
- Update Handshake profile, upload your resume, and make your profile public
- Create internship search plan
 - Identify potential employers
 - Outline application deadlines
- Attend events and information sessions
 - Public Service Fair, Encompass, TOC, and Spark Career Fairs
 - Network NYC & DC Colloquium
 - Deloitte Case Challenge & Allegheny County DHS Case Competition
- Research funding for unpaid internships including grants, scholarships, and Internship Opportunity Fund (IOF)
- Sign-up for the Heinz Mentor Program

SEMESTER 2

- Meet with your Career Advisor
 - Update resume to include relevant projects and experiences
 - Participate in a mock interview
 - Review internship search plan
- Execute internship search plan
 - Use resources to find and apply to internships
 - Connect with alumni at potential organizations
- Conduct informational interviews with alumni and employers
- Seek potential references—give references several weeks notices to write letters of reference
- Report summer internship to Career Advisor

SEMESTER 3

- Meet with your Career Advisor
 - Update resume to include your summer internship
 - Develop a job search plan
- Attend relevant events including information sessions and Career Fairs
- Update your Handshake and LinkedIn profiles to include summer internship
- Conduct informational interviews with relevant employers and alumni

SEMESTER 4

- Meet with your Career Advisor
 - Participate in a mock interview
 - Finalize job search plan
- Execute job search plan
 - Find and apply to jobs (30-50)
 - Follow-up applications with informational interviews
- Connect with references to let them know you are job seeking
- Report post-graduation plans to Career Advisor

SUMMER & WINTER BREAK

- Update documents & professional websites
 - Resume & Cover Letter
 - Handshake profile
 - LinkedIn
- Set-up informational interviews and network with local contacts
- Practice mock interview with Big Interview (on Handshake)

In addition to programs that come from Heinz Career Services, look for Alumni Events and the Heinz Professional Speaker Series.

International Students: see your Career Advisor for information on our Supplemental Information Guide discussing CPT and OPT timelines and requirements.

**DISCLAIMER- This is only a guide. Some students will not need to do all of this, others will need to do more. Please consult your Career Advisor with specific questions.