JOB SEARCH RESOURCES, ON CAMPUS AND BEYOND

Searching for a job requires time and effort, but if you’re willing to persevere, you can significantly increase your chances of getting a great offer. It’s easy to find opportunities on your own once you learn about all the job-hunting resources available.

ENGINEERING CO-OP & CAREER SERVICES

Our office provides a number of resources to help you prepare for your career:

- **Handouts and Tip Sheets**: Visit our website at [http://careerengr.umd.edu/students](http://careerengr.umd.edu/students) for tips on everything from resume and cover letter writing to appropriate interview dress to responding to job offers.
- **Workshops**: Engineering Co-op & Career Services offers frequent career workshops in Martin Hall, focusing on different stages of the job search. Go to [http://ter.ps/engrworkshop](http://ter.ps/engrworkshop) to see our schedule and register for one that is convenient for you.
- **Job Listings & On-Campus Interviews**: The Careers4Engineers online portal gives you access to apply to positions and request interviews with employers that recruit on campus. Be sure to keep your account active by bringing your resume in for critique each year. Make sure to update your academic and personal profiles each semester. Also, diversify your search by taking a look at the Job Boards page of our website.
- **Employer Events**: Be sure to review our events calendar to stay up to date on employers holding information sessions on campus or coming to career fairs. Attend these when you can – employers often share insider information about the application process, their expectations for applicants, etc. Also, they are a great networking opportunity!
- **Job Search Advice**: Bring your career planning and job search questions into Engineering Co-op & Career Services in 1131 Martin Hall. Feel like you’ve tried the usual methods of finding a job but it’s not working? You can call us to set up an appointment to review your job search documents and strategy.
- **Advice from other Students**: You can review the work reports of students who have completed co-op positions when you visit our office. Check out the “Clark School Students at Work” blog for student success stories.

ACADEMIC DEPARTMENTS

Academic departments often get calls about co-op, summer, and part-time engineering jobs, which they share through bulletin boards or listservs. Your professors may share job leads, too.

UNIVERSITY CAREER CENTER

The University Career Center ([www.careers.umd.edu](http://www.careers.umd.edu), 301-314-7225), located in 3100 Hornbake Library, also hosts information sessions and on-campus interviews with companies who may hire engineering candidates. Be sure to keep up with the calendar of events page on the Career Center’s website. Don’t forget to check your Careers4Terps account as well as your Careers4Engineers account to be aware of non-engineering positions.

OTHER UNIVERSITY OFFICES

In 1131 Glenn L. Martin Hall, the Center for Minorities in Science & Engineering or the Women in Engineering Program, receive announcements about all types of positions. Check their bulletin boards and newsletters for potential leads.
In Cole Field House, the office of Veteran Student Life provides programming for students who have served in the US military. They also receive job announcements from companies and organizations seeking to hire veterans.

**THE INTERNET**

Be creative and surf the web! Any organization advertising for a full-time engineer may also have co-op, part- or full-time internship positions so check their careers website. Find links to many career-related web sites at [http://www.careerengr.umd.edu/students/job-board](http://www.careerengr.umd.edu/students/job-board). Let us know if you find others.

The Virtual Business Information Center, at [http://vbic.umd.edu](http://vbic.umd.edu), is run by the business and library schools and the campus libraries. You do need to use a campus computer or enter via the UMD research portal to access it. If you click on "Company Information" or “Industry” you'll access databases with company profiles, industry outlook, and other data to help you direct your search.

Search for “[your major] industry news” to find publications with news about the industries that interest you.

**DISCUSSION BOARDS, BLOGS, AND LISTSERVS**

Discussion Boards, Forums and blogs can be good resources to learn about an industry. Be aware that the individuals posting information may not be completely reliable – always do some fact-checking.

A basic internet search will turn up plenty of forums and blogs, but here are a few suggestions:

- www.careerhubblog.com
- http://www.eng-tips.com/
- http://www.engineeringforum.org/forum
- http://sciencecareers.sciencemag.org/
- http://www.quintcareers.com/career_blog
- http://www.onedayonejob.com
- http://career-advice.monster.com/

**PAPER PUBLICATIONS**


**STUDENT SOCIETIES**

Many of the engineering student professional societies have employer/job contacts. Keep your eyes open and check their website regularly. Many of these societies also sponsor field trips, invite employers to speak at their meetings, or publish resume books to be distributed to employers.

**NATIONAL ASSOCIATIONS & SOCIETIES**

These societies offer job listings and resume postings, educational programs/scholarships, professional conferences/events, and career planning information. Many have local chapters at the University of Maryland. See [http://www.eng.umd.edu/current/student-societies](http://www.eng.umd.edu/current/student-societies) for contact information.
EXAMPLES OF ENGINEERING SOCIETIES

**Aerospace Engineering**  
American Institute of Aeronautics and Astronautics (AIAA)  
American Helicopter Society (AHS)

**Bioengineering**  
American Society of Agricultural and Biological Engineers (ASABE)  
Biomedical Engineering Society (BMES)

**Chemical Engineering**  
American Institute of Chemical Engineers (AIChE)

**Civil Engineering**  
American Public Works Association (APWA)  
American Society of Civil Engineers (ASCE)  
Concrete Reinforcing Steel Institute (CRSI)  
Geological Society of America (GSA)  
Institute of Transportation Engineers (ITE)

**Electrical and Computer Engineering**  
American Association for Artificial Intelligence (AAAI)  
Association for Computing Machinery (ACM)  
Institute of Electrical and Electronics Engineers (IEEE)  
Society for Industrial and Applied Mathematics (SIAM)

**Fire Protection Engineering**  
Society of Fire Protection Engineers (SFPE)

**Materials and Nuclear Engineering**  
American Ceramic Society (ACerS)  
American Nuclear Society (ANS)  
Association of Iron and Steel Engineers (AIST)  
American Society for Metals (ASM International)  
Materials Research Society (MRS)  
Minerals, Metals, and Materials Society (TMS)  
Society for the Advancement of Material and Process Engineering (SAMPE)

**Mechanical Engineering**  
American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)  
American Society of Mechanical Engineers (ASME)  
Society of Automotive Engineers (SAE)

**General Engineering/Multidisciplinary**  
American Society of Engineers of Indian Origin (ASEI)  
American Society for Engineering Education (ASEE)  
American Society of Naval Engineers (ASNE)  
Association of Chinese Scientists and Engineers (ACSE)  
National Society of Black Engineers (NSBE)  
National Society of Professional Engineers (NSPE)  
Society of American Military Engineers (SAME)  
Society of Hispanic Professional Engineers (SHPE)  
Society of Manufacturing Engineers (SME)  
Society for Modeling and Simulation International  
Society of Women Engineers (SWE)

EMPLOYMENT OFFICES/AGENCIES

Although these resources are typically used for finding full-time opportunities, rather than a co-op/internship, you may still find them to be helpful.

- **Public Offices:** States and counties offer workforce development initiatives to help job seekers. For example, here are a few local centers:
  - Maryland Job Service One-Stop Career Centers [www.dllr.state.md.us/county](http://www.dllr.state.md.us/county)
  - Maryland Community Services Locator [http://www.mdcsl.org/](http://www.mdcsl.org/)
  - Search for “Job Readiness/ Employment” in your area.

- **Private Agencies:** There may be a fee involved – find out if you or the employer pays this fee. Many times the costs outweigh the benefits.

- **Temp Agencies:** These agencies can help you locate temporary or short-term placement, a great way to earn money and make contacts while doing a job search.
**I Found a Job Listing/Employer…Now What?**

1. **Finalize your resume and cover letter** (come in to our office for a review)
2. **Determine the correct method of communication with that employer**
   a. **Answering an advertised position:**
      Read the listing carefully and use the employers preferred method of application.
   b. **Contacting employers without advertised positions:**
      Review the guidelines on Cover Letters and Networking on our Job Search Tips page.
      - Describe who you are, who referred you, why you are contacting them
      - Summarize your skills, qualifications, and interests; how your skills would benefit the company
      - Ask for a meeting or other ways to learn more about the field from this person
   c. **Keep a spreadsheet with data on every job you apply for:**
      - a copy of the job description/advertisement
      - when you mailed your resume, application deadline, etc.
3. **Attend an Interview Workshop**
   After you attend the workshop, consider setting up a mock interview for practice.

**The Best Kept Secret to Finding a Job: Perseverance!**

DON'T GIVE UP! Every semester we get dozens of last-minute calls from employers frantically looking for students and recent graduates. Keep in touch with Engineering Co-op & Career Services and make sure you keep your eyes open for last-minute job opportunities!

A NOTE on Co-ops: If you find a job on your own and want to enroll in our co-op program, it's easy! See [http://ter.ps/engrcoopfaqs](http://ter.ps/engrcoopfaqs) for details and instructions.

If you are a co-op applicant, don't worry, we can get you a full refund on your tuition if you have to drop your classes after the deadline. It is not unusual for job offers to occur even after classes have begun.