SOPHOMORE YEAR

• Begin with the end in mind! Start thinking and being proactive about what you would like to do post-graduation, whether it is finding a job or attending a graduate or professional school.
• Login and update your free Handshake account with Career Services.
• Have your resume critiqued by a Career Services Adviser.
• Upload your resume to your Handshake account to be included in employer resume packets and to participate in On-Campus Interviews in the Career Services office for internships.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with your resume for internships.
• Review internship listings on the Handshake Job Board and apply online.
• Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.
• Utilize other job search sites, professors, family friends, etc. to continue your internship search. The more resources you explore, the more opportunities you may receive.
• Talk with alumni and employers representing diverse career fields, who have offered to share their career experiences with students, through the OU Alumni Mentor Network.
• Attend the Sooner Showcase Career Fairs in the Fall semester and the OU Spring Career Fair in the Spring semester.
• Attend workshops covering such topics as Creating a Winning Resume, Acing the Interview and How to Find and Make the Most of an Internship. Visit hiresooner.com for a complete list of workshops.
• Join the technical society related to your major or career interest. (Visit the departments in the College of Atmospheric and Geographic Sciences to find the contacts for your specific major or interest)
• Check with the College of Atmospheric and Geographic Sciences about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates—another great way to meet employers.
• Attend events featuring employers such as meetings sponsored by NWC, campus organizations, your department or the College of Atmospheric and Geographic Sciences.
• Add your college activities and experience in OptimalResume’s Resume Builder. Build upon it each year and by graduation, you will have one impressive resume!
• Attend company information sessions.
• Report your internship offers and accepts to Career Services.

JUNIOR YEAR

• Login and update your Handshake account with Career Services.
• Update your resume and have it critiqued by a Career Services adviser.
• Review internship listings on the Handshake Job Board and apply online.
• Update your resume and upload it to your Handshake account to be included in employer resume packets and to participate in On-Campus Interviews in the Career Services office for internships.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for internships.
• Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.
• Attend the Engineering & Sooner Showcase Career Fairs in the Fall semester if interested in engineering positions and the OU Spring Career Fair in the Spring semester.
• Enhance your job search, business etiquette, resume writing, and interviewing skills by attending workshops or using resources available at Career Services. Visit hiresooner.com for a complete list of workshops.
• Schedule a mock interview to prepare for interviews by emailing oucs@ou.edu with “MOCK INTERVIEW” in the subject.
• Enroll in ENGR 3510 to learn the most effective job search techniques.
• Receive guidance by alumni and employers representing diverse career fields, who have offered to share their experiences with students, through the OU Alumni Mentor Network.
• Actively develop leadership and communication skills in campus organizations.
• Utilize other job search sites, professors, family friends, etc. to continue your internship/job search. The more resources you explore, the more opportunities you may receive.
• Check with the College of Atmospheric and Geographic Sciences about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates—another great way to meet employers.
• Attend events featuring employers such as meetings sponsored by NWC, campus organizations, your department or the College of Atmospheric and Geographic Sciences.
• Continually add your college activities and experiences in OptimalResume’s Resume Builder. Build upon it each year and by graduation, you will have one impressive resume!
• Attend company information sessions.
• Report internship offers and accepts to Career Services.

SENIOR YEAR
• Login and update your Handshake account with Career Services.
• Update your resume and have it critiqued by a Career Services adviser.
• Review the On-Campus Interview schedule at the beginning of the Fall and Spring semesters to start applying for interviews through Handshake.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for full-time positions.
• Schedule a mock interview to prepare for interviews by emailing oucs@ou.edu with "MOCK INTERVIEW" in the subject.
• Receive guidance by alumni and employers representing diverse career fields, who have offered to share their experiences with students, through the OU Alumni Mentor Network.
• Attend the Engineering & Sooner Showcase Career Fairs in the Fall semester if interested in engineering positions and the OU Spring Career Fair in the Spring semester.
• Enroll in ENGR 3510 to learn the most effective job search techniques.
• Attend company information sessions before the on-campus interview.
• Attend workshops focusing on behavioral interviews and 2nd level interviews to be prepared to go on company visits. Visit hiresooner.com for a complete list of workshops.
• Utilize other job search sites, professors, family friends, etc. to continue your internship/job search. The more resources you explore, the more opportunities you may receive.
• Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.
• Visit with a Career Adviser in Career Services to explore overall job search strategies and planning.
• Develop a strategy to contact potential employers by utilizing resources in the Career Services office and speaking with the College of Atmospheric and Geographic Sciences faculty.
• Gather information on realistic salary expectations. Check the salary offers notebook in Career Services and the hiresooner.com website.
• Keep detailed records of your job search.
• Finish adding your college activities and experience in OptimalResume’s Resume Builder.
• Report job offers and acceptance to Career Services.