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 in 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.
- Enroll in ENGR 3510 to learn the most effective job search techniques.
- 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.
- 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 Engineering to find the contacts for your specific major or interest)
- Check with the College of Engineering 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 E-Club, campus organizations, your department or the College of Engineering.
- 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 Engineering 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 E-Club, campus organizations, your department or the College of Engineering.
• 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 Engineering 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.