

**Mission:**

*Engaging students in career development and experiential learning activities that will empower them to successfully pursue their educational and professional goals.*



## Overview of Resource

Congratulations on pursuing your graduate education at Clemson University. The Center for Career and Professional Development (CCPD) wants to support you while you begin the next steps in your career.

You can see from our mission that we aim to empower you to determine and achieve your educational and professional goals. By providing you with resources and engaging you in career development and experiential learning activities, you can confidently take the lead with your journey. Since you are in the driver seat, we invite you to read over the resources in this packet and the resources hyperlinked throughout this document. Each page summarizes what you should do each semester to optimize your career and professional success.

Your career development is a marathon, not a sprint. If you take advantage of everything that Clemson, your academic program, and the CCPD has to offer, you can't go wrong. Good luck and know you have support!

## Your Contacts at the Center for Career and Professional Development

In conjunction with the faculty and staff in the Department of Automotive Engineering and your professional mentors, there are staff members at the CCPD who assist all Clemson students. You will see some of us at CU-ICAR delivering workshops and one-on-one counseling.

In addition to us, all of the counselors at the CCPD are able to assist you when you come and use our services at Clemson's campus. We look forward to working with you!

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Connect with us on social media to receive very best and latest in career advice and internship/full-time positions.

[Facebook](#) [Twitter](#) [Pinterest](#)



**Annual Career Guide** - [CLICK HERE](#) - Complete resource for your career-related needs

Informational Interviews  
 Examples of:

Job Search Process  
 Resumes

Verbs to Use in Resume  
 Cover Letters

Interview Questions  
 Job Acceptance / Decline

**Main Campus  
 Counseling Services**

**Fall and Spring Schedule**

(summer hours vary – check website)

**Appointments:**

Monday through Friday  
 9 am until 12 pm  
 1:30 pm to 4:30 pm

Call 864-656-0440

Appointments are typically booked  
 a week in advance.

**Drop-in Counseling Hours:**

Monday through Friday  
 9 am until 12 pm & 1:30 pm to 4:00 pm

	Appointments	Drop-Ins
<b>What is it?</b>	<ul style="list-style-type: none"> <li>A scheduled time to meet with a counselor</li> <li>For longer inquiries</li> </ul>	<ul style="list-style-type: none"> <li>A quick on-demand meeting with a counselor</li> <li>For shorter inquiries</li> </ul>
<b>How long will it last?</b>	45 minute to 1 hour	10 - 15 minutes
<b>Suggested topics:</b>	<ul style="list-style-type: none"> <li>Choose Major / Career path</li> <li>Personal statements / Graduate school essays (hard copy only)</li> <li>Mock Interviews</li> <li>Resumes &amp; Cover letters (printed hard copy only)</li> <li>In depth internship / job search assistance</li> </ul>	<ul style="list-style-type: none"> <li>Resumes (printed hard copy only)</li> <li>Interview tips</li> <li>Taking a Career Assessment</li> <li>Part-time Jobs</li> <li>General internship / job search assistance</li> <li>Career Center Services</li> </ul>
<b>What next?</b>	Call, 656-0440, or stop by the Career Center to schedule an appointment	Stop by the Career Center during our drop-in hours; see schedule below.

**Online**– <http://career.clemson.edu/> (Under the Student tab) Click on any of the topics to go directly to the webpage.

[Printable Resources](#)  
[Salary Survey](#)

[Annual Career Guide](#)  
[Workshop/Event Information](#)

[InterviewStream Practice Interview System](#)  
[Online Workshops](#)

**Internship and Job Search Resources**

[ClemsonJobLink](#) - ClemsonJobLink is your connection to employers and job opportunities. In your ClemsonJobLink account, you can apply for jobs and sign up for on-campus interviews. At Clemson, we work with nearly 2,000 employers who recruit new college graduates from all industries. We are also part of a consortium of colleges throughout the country who share job listings. Because of these efforts there are a wide variety of part-time, internship and full-time job opportunities in ClemsonJobLink. [Click here](#) for more information about using ClemsonJobLink.

[CareerShift](#) - CareerShift offers the most comprehensive online resource, designed to support the # 1 request of job seekers: *an easy to use web site to conduct and organize their job search.*

[Going Global](#) - A web resource designed to help candidates search for, apply and secure internship and employment opportunities internationally. [Going Global's H1B Visa Certification Database](#) - Log into GoingGlobal and search the database of US employers who have sponsored H1B candidates

[ACINet Employer Search](#) - America's Career InfoNet. Search for employers contacts by location, industry and job types.

[Online Internship Books](#) - Internship resource books

[Reference USA Business Database](#) - A business database of employer contacts.

[Other Web Resources Sorted by Category](#)

Everyone drive; handouts; Graduate Student Career Planning Guidelines

Updated 1/2013

# GRADUATE STUDENT CAREER PLANNING

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

## FALL OF FIRST YEAR - SELF ASSESSMENT

- **Technical Skills Assessment** - Get to know your academic advisor and professors and how they can assist you with your career development. Discuss with them your interests, abilities, and work-related values and how they might be aligned with career options within your industry. They can also assist you in seeing where you need to develop technical skills to ensure you have the experience necessary to acquire an internship in the second year of your program.
- **Soft Skills Assessment** - Develop positive work attitudes and transferable skills that employers are seeking in interns and full-time hires (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...)
- **Experience Assessment** - Begin a “working copy” or the “everything but the kitchen sink” version of your resume. This version will NOT be the document you use to apply to internships and jobs. It is a running document of your experiences that should be formatted to look like a resume. By creating this resume, you can easily identify areas where you need to gain more experience before applying to internships.
- **Career Skills Assessment** – No one is born with internship/job search skills – including how to write resumes and cover letters or handle the interviews. Hearing information one time won’t help you learn it. Attending workshops several times will increase your skills set when preparing to search for internships and full-time positions. Start attending workshops provided by the Center for Career and Professional Development. Some of these workshops are held at CU-ICAR. These workshops will be advertised to you via email and on the Department of Automotive Engineering website. Additional workshops are held in Clemson. Go to [career.clemson.edu](http://career.clemson.edu) and click on the “Events” tab for a list and to RSVP (respond).
- **Network Assessment** – Begin creating a list of contacts in your industry. These people should be in a variety of areas within your field. Changes in our career paths can happen at a moment’s notice. If you only know people in a small area of your industry and need advice about another area, who will you contact? When developing your list, ask yourself this critical question – how well does this person know me? Networking isn’t about collecting business cards or how many people you “know.” Building a solid professional network takes time, so before you start to meet with people, make a list of your contacts.

Date	Area	Notes
	Technical Skills Assessment	
	Soft Skills Assessment	
	Experience Assessment	
	Career Skills Assessment	
	Network Assessment	

## SPRING OF FIRST YEAR - EXPLORATION

- **Technical Skills Exploration** – Continue conversations with advisors, professors, and mentors about your technical skill development. Discuss with them your interests, abilities, and work-related values and how they might be in line with career options within your industry. Identify where you need to develop technical skills to ensure you have the experience necessary to acquire an internship in the second year of your program. Imagine you are searching for an internship and begin some initial searching online for internships and full-time positions. What technical skills are they asking applicants to have? Which ones do you have, need, or need to further develop to meet their expectations?
- **Soft Skills Exploration** – Continue developing positive work attitudes and transferable skills that employers are seeking in interns and full-time hires. We are never “finished” working on developing these skills. When we come in contact with new courses, professors, student project groups, etc... we have to keep developing these skills. (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) Since you have started to look at internship position descriptions, do you see any of the soft skills listed here? If employers want to see that you have these skills, ask yourself – how can I show I have these skills on my resume?
- **Experience Exploration** – It’s time to update your “working copy” or the “everything but the kitchen sink” version of your resume. As a reminder - this version will NOT be the document you use to apply to internships and jobs. Compare your resume to the position descriptions you are seeing online. Are you able to communicate in written form that you have the experience, skills, knowledge, abilities needed to a qualified candidate? You will start learning how to tailor and customize your resume to specific positions.
- **Career Skills Exploration** – Keep attending workshops to increase your skills set when preparing to search for internships and full-time positions. Save handouts for future use. Ask yourself – how am I incorporating what I am learning into my career development? Take advantage of one-on-one career counseling when someone comes to CU-ICAR or schedule an appointment with a Career Counselor for career counseling and career information. *Call 864-656-0440 or stop by the Career Resource Library - 316 Hendrix Student Center.* Appointments are typically scheduled a week in advance, so plan ahead.
- **Network Exploration** – Now that you have a list of contacts in your industry, it is time to learn how to conduct an informational interview. See pages 15-16 in our annual career guide for more details. Set a goal to complete at least five informational interviews this semester. Also start developing your “elevator pitch” about yourself and practice it at conferences or the spring career fair. Anytime you have the opportunity to chat with someone, you should be able to explain what you are doing and what your plans are in the future.

Date	Area	Notes
	Technical Skills Exploration	
	Soft Skills Exploration	
	Experience Exploration	
	Career Skills Exploration	
	Network Exploration	

## SUMMER – PLANNING AND PREPARATION

- **Technical Skills Planning and Preparation** – Continue conversations with advisors, professors, and mentors about your technical skill development and how they align with companies and opportunities in your desired area and related areas. Towards the end of the summer and beginning of the fall, you will start to apply for spring internships. This summer and next fall are the last opportunities to develop technical skills that you can confidently articulate to employers in your resume, cover letter, and interview.
- **Soft Skills Planning and Preparation** – Since you will begin to apply for internships at the end of the summer and beginning of the fall, are you confident in how to articulate in your written documents how you have developed your soft skills? (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) When it comes to verbally articulating these skills, scheduling a mock interview with the Center for Career and Professional Development (CCPD) or using the online mock interview system, InterviewStream is a great way to practice. Appointments are typically scheduled a week in advance, so plan ahead.
- **Experience Planning and Preparation** – It’s time to update your “working copy” or the “everything but the kitchen sink” version of your resume and tailor/customize your resume and cover letter to each position. Yes, this means a different resume and cover letter for every position. Apply what you learning during the workshops. If you need assistance with how to accomplish this challenge, come in for drop-in counseling or make an appointment with the CCPD (contact information is above). Call or check our website for drop-in hours. Bring hard copies of your documents and the positions description.
- **Career Skills Planning and Preparation** – It’s time to apply what you have learned during workshops, especially internship/job search skills. If you waste time this fall learning ClemsonJobLink, NACE Network, Going Global, and Careershift, other students will beat you to the internships or you will miss deadlines. If you wait to the last minute and need immediate assistance/feedback, you’ll get frustrated. Plan ahead and show you’re proactive. Make sure you know how to tailor your resume and cover letter and can articulate yourself during an interview BEFORE the fall semester begins.
- **Network Planning and Preparation** –By now, you have done a minimum of ten informational interviews. Follow-up with them to update them on what you have been doing. Show interest in them as well. Don’t develop a reputation for connecting or following-up only when you are asking for something. Revise your elevator pitch to incorporate new projects and experiences. Plan to attend the fall career fair and seek out additional networking opportunities. Remember - the quickest way to damage professional relationships is asking for immediate favors. Also, update your networking contact list to reflect new people you have met.

Date	Area	Notes
	Technical Skills Planning and Preparation	
	Soft Skills Planning and Preparation	
	Experience Planning and Preparation	
	Career Skills Planning and Preparation	
	Network Planning and Preparation	

## **FALL OF SECOND YEAR – IMPLEMENTATION**

- **Technical Skills Implementation** – Continue conversations with advisors, professors, and mentors about your skill development and alignment with companies and opportunities in your desired areas. Be critical of how you applying to theory to practice in your courses and projects and how these skills translate to the future. Make sure you are articulating technical skills in your resume – not just project descriptions.
- **Soft Skills Implementation** – You should be applying to positions by now. Make sure you articulate in your resume and cover letter examples of soft skill development. (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) If you haven't done so already, schedule a mock interview with the CCPD. Appointments are typically scheduled a week in advance, so plan ahead. You will need to provide a copy of your resume, and if you can, provide a position description that reflects the area you are pursuing.
- **Experience Implementation** – You should be tailoring resumes and cover letters to each position. Yes, a different resume and cover letter for each position. If you need assistance, come in for drop-in counseling or call for an appointment at the CCPD. Bring hard copies of your documents and the positions description.
- **Career Skills Implementation** – The search process can take several months. You should be comfortable tailoring your resume and cover letter, articulating yourself during an interview, and searching strategies. Implement skills you learned during workshops. If you waste time this semester learning ClemsonJobLink, NACE Network, Going Global, Careershift and other search engines, other students will beat you to internships or you'll miss deadlines, which will make you frustrated. Avoid requesting or demanding immediate assistance. Your last minute emergencies cannot become other people's priorities. Remember this is **your** internship/job search. People are happy to help, so plan ahead! Read position descriptions closely to ensure you meet minimum requirements. Don't assume you acquired a position until you actually receive an offer. You'll miss out on other opportunities while waiting and assuming. If you accept an offer, it is your best interest and the interest of Clemson, your colleagues, and your professors to follow through it. Do not accept an offer knowing that if you receive an offer elsewhere that you will tell the first company you are no longer interested. Remember - develop a positive professional reputation in your industry.
- **Network Implementation** – Make sure you have contacted potential references and inform them every time you provide a company with their names and contact information. Even though you're using online search strategies, 80% of internship and job opportunities aren't posted. If you have successfully completed at least 10 informational interviews, you may already know of some opportunities that aren't posted. Use both online and network strategies. Plan to attend the fall career fair and seek out networking opportunities.

<b>Date</b>	<b>Area</b>	<b>Notes</b>
	Technical Skills Implementation	
	Soft Skills Implementation	
	Experience Implementation	
	Career Skills Implementation	
	Network Implementation	

## SPRING OF SECOND YEAR AND BEYOND – DECISION MAKING

- **Technical Skills Decision Making** – You are now putting into action everything you have learned both inside and outside of the classroom. During your internship reflect on how you’re building skills employers will expect you to have in a full-time position. Connect with advisors, professors, and mentors, about what positions to search for that align with your career goals. Search for position descriptions and repeat the process you went through a year ago when you started thinking about internships.
- **Soft Skills Decision Making** – How are you deciding to further developing these skills at your internship site? How can you articulate these as you prepare for a full-time job search? (examples - verbal communication, written communication, teamwork, leadership, work ethic, self-management, critical thinking, interpersonal, accountability, patience, commitment, willingness to learn, responsibility, decision making, flexibility, etc...) Employers are also deciding what kind of employee you would be based on your actions. Searching for a full-time position while interning isn’t an excuse to not perform at the highest level.
- **Experience Decision Making** –While at your internship site, talk with your site supervisor about gaining experience in key areas that you can share in your resume. It’s time again to update your “working” or “everything but the kitchen sink” resume When it’s time to search for a full-time position, keep tailoring your resume and cover letter to each position. If you need assistance, come in for drop-in counseling or make an appointment with the CCPD. Call or check our website for drop-in hours.
- **Career Skills Decision Making** – Students often forget that while they are doing an internship, they will have to simultaneously do a job search or even consider another graduate degree. It’s important to consider what your next steps are regardless of being an international student or not. Time will run out at your internship site, and you don’t want to have a bad internship experience because you waited until the last minute to begin your job search – remember how long it took you to find an internship? If you are able to attend workshops or take advantage of the drop-in or appointment counseling at the CCPD, you may. Use workshop handouts to remind yourself of tips to maximize your opportunities for career success.
- **Network Decision Making** – Remember those informational interviews – it’s time to do some more. By being at your internship site, you will get to work with and interact with new people. Complete at least five informational interviews during your internship experience. As you begin your job search, remember to use online and network strategies. Follow up with everyone you have done an informational interview with and seek out additional networking opportunities with your internship site. Possibly attend the spring career fair. Update your elevator pitch to reflect your latest projects and experiences. Update your LinkedIn profile as well. Remember – while networking, do not directly ask for a job.

Date	Area	Notes
	Technical Skills Decision Making	
	Soft Skills Decision Making	
	Experience Decision Making	
	Career Skills Decision Making	
	Network Decision Making	

## **Additional Career-Related Resources Clemson University Provides**

The CCPD isn't the only campus resource you have. The following resources you may find beneficial to your career and professional development.

**Clemson Graduate Student Guidebook** – [Click here](#) - Overview of Graduate Student Resources at Clemson

### **Clemson University Writing Center**

**Overview:** Writing Center conferences can address all sorts of expository writing – including drafts of class papers, resumes, reports, application essays, cover letters, seminar projects, dissertations, etc. Our tutoring services are free of charge to all Clemson University students, staff, and faculty.

**Locations and Hours:** To make an appointment, visit <http://clemson.edu/caah/writingcenter>. We are located in three convenient places: Academic Success Center Room 307 or Online (Monday - Thursday 9 a.m.– 5 p.m., Friday 9 a.m. – 3 p.m.), and the Cooper Library Learning Commons – 4th Floor (Sunday - Thursday 6:15 p.m. 9-15 p.m.).

**Walk-in Policy:** For our Cooper Library Learning Commons location, appointments are only available on a first-come, first-served basis. For all other locations, we recommend making an appointment ahead of time.

**Additional Information:** Our tutors are specially trained Fellows and Graduate Students, selected for their knowledge of Communication Across the Curriculum and teaching acumen. Learn more about us by visiting our homepage: (<http://clemson.edu/caah/writingcenter>) where you can also verify our hours before traveling to the main campus.

**Working Successfully on a Team** – [Click here](#) - In depth examination and suggestions to build skill set

### **International Student Specific Resources**

International Affairs Office

[Click Here for Contact Information](#)

[Employment Information](#)

[Useful Links](#)

[Maintaining Status](#)

[Forms and Documents](#)

[Advising](#)

[New Students](#)

#### ***Communication Strategies for International Graduate Students***

Studying in a country and culture that is different from your own is a challenge. Although often not discussed or immediately obvious, cultural norms can be very different, and understanding these differences can make a critical difference in your experiences and success.

To help international students (and native students and faculty) understand US academic culture, Clemson's Office of Teaching Effectiveness and Innovation at the main campus (<http://www.clemson.edu/OTEI/>) has made the book *Communication Strategies for International Graduate Students* available to anyone with a Clemson email address.

Written by Nadine Le Gros, a language and culture specialist at the University of Western Ontario, *Communication Strategies for International Graduate Students: Surviving and Thriving in American Academia* (2011) will help international students survive and thrive by helping them to understand what their instructors and peers do not communicate. [An overview of the book can be found here.](#)

However, to access and download the entire book, [click here](#).