



Engineering CO-OP & CAREER SERVICES

1131 Glenn L. Martin Hall • College Park, MD 20742 • 301.405.3863 • www.coop.engr.umd.edu

Workshop Descriptions

Job Search 101: Getting Started, Careers4Engineers, and Finding a Co-op/Internship

In this workshop you will learn how the Engineering Co-op & Career Services office can help you in your job search. We also review basic job search strategies, the difference between a co-op and an internship and provide information about Careers4Engineers (our jobs database).

Advanced Job Search 201: Networking, Online Resources, and Coping with the Recession

In this workshop we review advanced job search strategies including networking, online resources and using professional organizations.

Resume Writing

Writing an effective resume is essential to obtaining interviews. This workshop reviews all the fundamental information that should be in a resume including typical sections, appropriate information and proper formatting.

Beyond the Basics: Advanced Resume Writing and Business Correspondence

This is a continuation of our Resume Writing workshop. We review tips on how to market your skills using different resume styles and strategies. We also review the pros and cons of several issues (i.e. objectives, section order, paragraphs versus bullets etc). Please note that this workshop is not for those who have not written a resume.

Interviewing Techniques

Do you want to know the top qualities/skills expected by recruiters? This session examines these expectations and discusses how to prepare for an interview, typical interview styles and questions.

Professionalism Series: Making the Transition from School to Work

Live up to your interview with our tips on the “art” of being new! In this session we review the professional skills that employers expect you to have but no one may have taught you. Our advice on business etiquette and communication will prepare you for a smooth and successful transition to the world of work.

Evaluating Job Offers and Salary Negotiation

Do you know what are you worth and how to tactfully negotiate for it? This session reviews the answer to these questions and other important topics like when to do a salary negotiation (if at all), making a decision between job offers and how to gracefully accept if you can't get your ideal salary.

Career Fair Preparation

What do employers expect from you at a job fair? This workshop reviews your approach, typical questions and critical information you need for the next steps in the interview process.