

Graduating in June?

It's time to transfer from ECIP to ECS Graduating Student Services!

70% or more of on-campus interviews are in Fall quarter—don't miss out!

1. Submit a red Registration Form to Engineering Career Services (ECS)
(No payment necessary since fee paid as Co-op/Intern)
2. Pick up a new copy of Job Choices magazine, and the ECS Handbook.
3. Schedule another resume review if you're not 100% sure yours emphasizes your most relevant skills and experiences.
4. Use the following tips to upgrade your ECIP resume to a career employment resume:
 - ◆ Delete all high school information, ECIP footer, availability section, and "p.1 of 2."
 - ◆ Change your job type in the objective to **career** employment. Update the content: Delete outdated skills and projects to have room for current data. Include new skills and coursework topics in the Skills or Qualifications section. Include "key words."
 - ◆ Decide how to handle your GPA:
Include both major and overall GPA?
Go with whichever GPA is higher?
 - ◆ Delete Page 2 (academic history page) completely.
5. After attending your resume appointment, log on to your job search account via <http://career.eng.ohio-state.edu>, upload your new resume(s), and update the profile information. Make sure grad date, GPA, contact information, etc. are complete and correct. Please proofread carefully! Incomplete or incorrect information will eliminate some or all job opportunities!
6. **VITAL:** Complete the Quarterly Activation form (link in footer of each page of your job search account) to fully activate your account. This must be done every quarter you are looking. You'll receive an email confirming full activation within 1 business day.

STRONGLY RECOMMENDED:

Attend "GS Essentials" and an interview workshop during the first quarter of your career job search. Schedule a resume review appointment (or bring your final draft in during office hours) to make sure your resume is competitive for career employment.

Check out our website for dates/times/locations of these and other great programs provided to you by ECS.