This is module 1 of a 4 module series.

You may view any module at any time between now and May.

It is best to complete the modules and all related work PRIOR to the August 21 on campus job search orientation.
Prior to viewing Module 1, you should have completed pages 1-12 of the M.Eng. ‘18 & MPS ‘18 Summer Career Curriculum Career Workbook.

It is also strongly suggested that you complete StrengthsFinder 2.0 to identify your top 5 signature themes of talent.

With this work completed, you are prepared to complete this module.
Module 1 consists of pre-work, this presentation and post-work.

By completing all of the modules you will be prepared for the August 21 on campus job search orientation.

This presentation will be helpful as you begin to decide what you want in a job and begin to develop your unique story that you will use to apply for jobs and during interviews.
Completing the pre-work sets the foundation for the 4 curriculum Modules.

Have you completed the pre-work?

Great!

Let’s begin.
We know you are excited about meeting your classmates and beginning your academics. And, we know you’re thinking about what you’re going to do after graduation and how you will secure a job.

The M.Eng & MPS Summer Career Curriculum will help you successfully answer important questions:

**Where are you headed? What does success look like? What is your ultimate goal?**

Knowing yourself and **what you want in a job at graduation** is key to pursuing a job that is the best fit for you and for the employment environment you will join.

This curriculum is designed to help you begin to navigate the job search process efficiently and successfully and find the best fit for you and your individual circumstances.
This is Cornell's career development model. It is comprised of three sections.

The first section – UNDERSTAND YOURSELF – is covered in this module.

Understanding yourself is the first step toward securing a job that is a great fit for you. To do that effectively, you have to be able to tell your story to convey to another person what you have accomplished, your interests, skills, and values, how those fit the company you’re pursuing, what interests you about the company and why they should hire you.

The place to begin is YOU.
At this point it’s a good idea to think about your ideal job at graduation.

If you could create the perfect position for yourself, what would it look like? Where would you be? What would you be doing? On behalf of whom would you be doing it? In what type of environment are you working? Would you be working independently or part of a team? What type of company? What do you want the impact of your work to be? What do you want your salary and benefits package to be?

**TO DO:**

Take some time to think about it and make notes for yourself.

Write down as much as you can think of and add to the list often. Answering these questions will put you ahead in your job search and will make your search more targeted.
Once you have the answers to all of those questions, rank them in order of importance, for now.

**TO DO:**

Put the things at the top of your list that you absolutely, 100% cannot live without or that you want to consider first.

These one or two things are deal breakers.

Keep these in mind as you continue with your job search. Deal breakers can help you focus your search and also act as a guide post to what you really want.

In other words, they can aim you toward or away from a particular job.

Either way, they are very helpful to move you forward.

What’s at the top of your list? Geography? Salary? People? Product? The work? Leadership or promotion opportunities?
Now that you have begun to explore the type of job you'll look for and have some deal breakers, you're ready to prepare further.

Once you know what you want, you'll need to be able to tell your story in a way that shows you understand the position, can explain your skill and interests relative to that position, and be able to show you're an excellent fit for the company and culture.

Basically, that you know yourself and that you've done your homework on the company and position.

This is where we see many students become frustrated and unsuccessful in the job search – they end up applying for a lot of positions because they don't know what they want. And they either aren't successful, or end up with a job they don't really want.

Being able to tell your story is the first step toward career success.

To begin, let’s review 7 keys to a great story.
What’s your story?

The 7 KEYS to begin to develop your unique story
The first key is AUTHENTICITY.

Can you communicate your story genuinely?

Do you believe it? If you don’t believe it, no one else will.

So, what do you need to become confident in YOU?

Students find it helpful telling their stories to others so they can learn how they are perceived.

TO DO:
Take advantage of every opportunity on campus to practice telling your story; networking events, in class introductions, mock interview practice with friends, with your faculty and department contacts, etc.
The second key is UNDERSTANDING.

Do they understand you? Can you instill confidence in your abilities by the way you explain your skills and experiences?

Are you able to explain yourself clearly?

Does your message have the impact you intend? There are many ways your interviewer can feel while they are talking with you – and that is a direct result of your story and the way you tell your story.

Knowing the impact you have comes through practice with others. The more you practice and gather feedback about what the other person heard you say and how they felt while they were listening to you can help you craft your story in a way that leaves the impression you wish to leave.

TO DO:
You must practice and ask for feedback.
What do you want your impact to be on yourself and others through a specific position?

**TO DO:**
Think about what you want to happen as a result of your work. Both the daily impact you want to have in the workplace and what you would like to happen in the world as a result of your work.

The daily impact you want to have in the workplace.
The thing you want to happen in the world as a result of your work.

**Example:**
A student is interested in developing medical devices.
The daily impact she wants to have is to be a key contributor to creating new medical devices through her contributions in research and development.
The thing she wants to happen in the world as a result of her work that more people worldwide have access to better medical devices than are currently available.
Knowing who or what will benefit from your work can be a motivational force. It can drive what you do and where you do it, and may outlast any one individual job or position.

If you are aware of the beneficiary of your work, that can help you tell your story and find jobs that are an excellent fit.

Knowing who your work is for can allow prospective employers to truly understand why choosing you as a successful candidate is their best option.

**TO DO:**
Think about this: Who is the beneficiary of your work?

**Example:**
A student is interested in “normalizing energy efficiency” and has accepted a position bringing energy solutions to a family owned and operated agribusiness.
No one has exactly the same experiences and skill as you, and that’s why we created space in the workbook for you to write and begin to see what makes you unique.

Dedicating time now to completing those questions and being able to tell your unique story will position you to be memorable after the interview is over.

**TO DO:**
Practice describing your unique experiences and skills. This is what will help an interviewer set you apart from other candidates.
Are there fears or concerns present for you as you prepare to apply for a specific position?

**TO DO:**
List them out.

Exploring your fears and concerns:

1. Will help you become confident that you either are or are not pursuing a job that’s the best fit for you
2. Will help you prepare for the interview
3. Can help you become clear that you have the skills and interest to do the job
4. Can help you outline ways you will learn to do those parts of the job you may believe you are not completely qualified for at the time you interview
People are more than what they do in a job.

Being able to talk about your interests during an interview invites conversation and tells the interviewer something more about you as a person.

**TO DO:**
A place to begin is to ask yourself about what are you curious? We all want to know more about something. This is an indication of an area that interests you.

Do you have hobbies? Is there something you want to accomplish? These are interests.

Have you always wanted to take a cooking class? Write a blog? Travel? Learn a language? Are you training to run a marathon? Just bought a new bike? Are you currently reading a particular book?

The full “story of you” includes your personal interests.
Now you have 7 keys to get you closer to being able to tell your story in a way that shows you understand the position, can explain your skill and interests relative to that position, and be able to show you’re an excellent fit for the company and culture.

Basically, that you know yourself and that you’ve done your homework on the company and position.

Time to practice!
At this point, you are ready to proceed with next steps.

Prior to beginning Module 2 create your resume!
M.Eng. & MPS Summer Career Curriculum

Module 1 Complete

Congratulations!
You are ready to move to Module 2