

MICHIGAN TECH

CAREER DEVELOPMENT GUIDEBOOK

Every Husky Graduates Career Ready

Your Guide to Building a Future You're Excited About

Welcome!

At Michigan Tech, career readiness is not something you start senior year. It is built step by step from your first semester on campus.

This Career Development Guidebook will help you:

- Understand your strengths and interests
- Explore careers and opportunities
- Build skills and experience
- Prepare for internships and jobs
- Graduate confident and career ready

Use this workbook throughout your time at MTU and add to it each semester.

Reflect often. Take small steps toward your goals. Learning happens on experience at a time.

Tips for Success



Spend 10-15 minutes in this workbook every few weeks.



Update it after classes, jobs, projects, and events.



Bring it to advising or Career Services appointments.



Focus on progress, not perfection.

Suggested 4-Year Career Path*



Year	Focus	Your Goal
Year 1	Explore	Learn about yourself and possibilities
Year 2	Try & Build	Gain experience and skills
Year 3	Focus	Prepare for internships and direction
Year 4	Launch	Transition confidently into your next step

**Everyone's path will look different, but this can get you started.*



Phase 1: Know Yourself, Grow Yourself

Start Here - Understanding You



Phase 1: Know Yourself, Grow Yourself



Academic Snapshot

Major (or exploring): _____

Why I chose this major: _____

Clubs, organizations, or activities I'm involved in: _____

My Interests

What topics, activities, problems, or ideas interest me?

My Strengths

What do people say I'm good at?

Phase 1: Know Yourself, Grow Yourself



My Values

Circle or highlight your top values.

Stability	Creativity	Helping Others	Leadership
Innovation	High Income	Work-Life Balance	Flexibility
Family	Making an Impact	Learning	Community
Teamwork	Kindness	Travel	Uniqueness
Ethics	Connection	Respect	Security
Integrity	Collaboration	Faith	Adventure
Health	Authenticity	Learning	Time
Caring	Ambition	Growth	Honesty
Knowledge	Humility	Self-respect	Vision
Self-expression	Cooperation	Dignity	Humor
Being the best	Risk-taking	Harmony	Success
Adaptability	Recognition	Fun	Justice
Write your own:			

Phase 1: Know Yourself, Grow Yourself



Time to Reflect

Which experiences or subjects make me feel most energized or curious?

What environments help me thrive?

How do my personal values influence the kind of work environment or career I might enjoy?

One thing I want to explore this year:

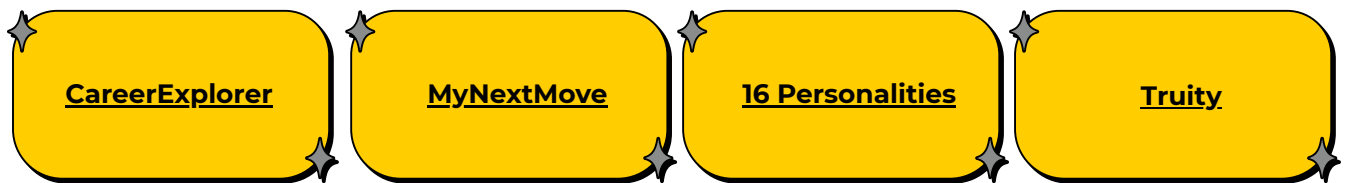
Phase 1: Know Yourself, Grow Yourself



Phase 1 Action Checklist

- Activate Handshake
- Create or update my resume
- Attend one career event
- Visit Career Services
- Join or explore a student organization
- Talk with a professor about careers
- Take a career or strengths assessment*
- Attend Career Fair or Career Fest

*Suggested assessments

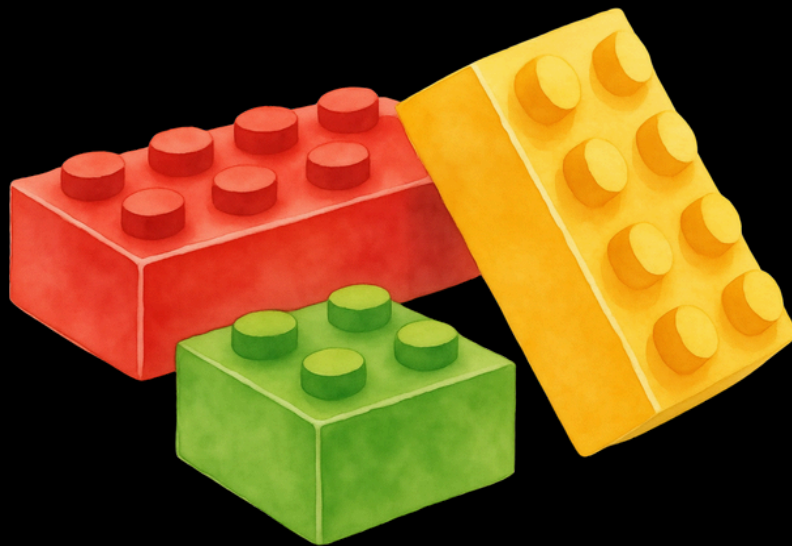


Biggest insight I learned about myself:



Phase 2: Try Stuff & Make Connections

Try things and meet people.



Phase 2: Try Stuff & Make Connections



Schedule Informational Interviews

Informational Interviews: What, How, and What to Ask



What is an Informational Interview?

- A meeting with a professional to learn about their career, industry, or company.
- Not a job interview; it's about gathering information and advice.
- An opportunity to build your professional network.
- Helps you make informed career decisions.



How to Ask for One

1. Identify a person whose career path interests you (use LinkedIn, alumni networks).
2. Send a polite and concise message (email or LinkedIn connection request).
3. Briefly introduce yourself and state your reason for contacting them.
4. Ask for a short meeting (e.g., 15-20 minutes) for coffee or a virtual chat.
5. Be flexible with their schedule and express gratitude for their time.



Questions to Ask During the Interview

- Can you describe a typical day in your role?
- What path did you take to get to where you are today?
- What do you enjoy most about your work? What are the challenges?
- What skills and experiences are most valued in this field?
- What advice would you give to someone starting out in this industry?
- How would you describe the company culture here?
- Are there any other people I should speak with to learn more?

Remember to be prepared, be professional, and follow up with a thank-you note after the meeting.

What I learned:

Phase 2: Try Stuff & Make Connections



Build Your Personal Introduction

Hi, my name is _____.

I'm studying _____.

I'm interested in _____.

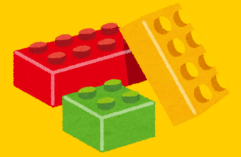
I have experience in _____.

I'm hoping to _____.

Practice with:

Friend	<input type="checkbox"/>
Classmate	<input type="checkbox"/>
Career advisor	<input type="checkbox"/>
Professor	<input type="checkbox"/>
Employer	<input type="checkbox"/>

Phase 2: Try Stuff & Make Connections



Phase 2 Action Checklist

- Attended Career Fair or Career Fest and talked to employers
- Updated my resume
- Explored internships on Handshake
- Visited Career Services
- Joined a club, student org, or project team
- Set 2 career or skill goals
- Conducted informational interviews

Time to Reflect

Which experiences this year helped me better understand what I enjoy (or don't enjoy)?

Who have I connected with, and what have I learned from them?

What new opportunities or risks am I willing to take next year to keep exploring?

Phase 3: Focus & Build Skills

Build skills & experiences focused on your interest.



Phase 3: Focus & Build Skills



Experience Tracker:

Experience	Skills I gained	What I learned
Class project		
Campus job		
Club/org		
Internship		
Research		
Volunteering		

Phase 3: Focus & Build Skills



Skills Confidence Check:

Rate yourself from 1-5

Skill	1	2	3	4	5
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills I want to strengthen this year and how I will strengthen them (classes, certifications, research, internship, co-op, personal project, etc.)

Phase 3: Focus & Build Skills



Phase 3 Action Checklist

- Updated resume with new experiences
- Practiced interviewing
- Created or updated LinkedIn and Handshake profiles
- Attended networking event
- Met with advisor or mentor
- Applied for internship, research, or job
- Completed mock interview

Time to Reflect

Which skills have I developed that I am most proud of?

What skills, knowledge, or habits do I still need to strengthen before graduation?

Phase 4: Get Ready to Launch

**Bring it all together. Land your next
adventure.**



Phase 4: Get Ready to Launch



My Next Steps After Graduation

- Internship
- Full-time job
- Graduate school
- Research
- Entrepreneurship
- Military
- Volunteering
- Still exploring
- Other

Why this path fits me. Does it align with my skills, interests, values, and goals?

Phase 4: Get Ready to Launch

Job Search Tips



Create a Focused Strategy

- Set a weekly schedule
- Select 20 target companies
- Tailor your resume for each application

Highlight Key Skills

- Communication
- Problem Solving
- Critical Thinking
- Adaptability
- Teamwork

Stay Organized and Persistent

- Track applications
- Follow up
- Stay positive

Tell Your Story (Personal Brand)

- Be sure your resume is clear and highlights your accomplishments
- Update your LinkedIn and Handshake profiles so employers can find you
- Ensure your online footprint is appropriate for employers to view

Actively Network

- Connect with Alumni
- Attend networking events
- Ask for informational interviews
- Utilize Career Services

Watch this video!

LEARN MORE



Phase 4: Get Ready to Launch

Job Search Sites



These sights are different from the conventional job search platforms.

Buzzfile

A company directory (not a traditional job board) that helps you identify employers by location, industry, and major. Great for geographic searches and finding contact details for networking and outreach.

Hiring Cafe

A modern job search platform that pulls listings directly from company career pages without the clutter of traditional job boards. Great for discovering entry level roles, internships and remote opportunities.

Onet Online

A career exploration and research tool that helps you learn about occupations, required skills, typical salaries, work environments, and future job outlooks. Great for exploring career paths related to majors and interests.

Idealist

A job and internship platform focused on nonprofit, social impact, and mission-driven work. Great for those interested in community engagement, public service, advocacy, education, and global causes.

Complete Each Semester

Career Confidence Dashboard

Rate yourself from 1-5.

Complete once each semester.

Statement	1	2	3	4	5
I understand my strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know possible career paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel comfortable networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a strong resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know my next steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete Before Graduation

Must-do Career Checklist

- Attend and engage in Career Fair
- Complete an internship or co-op experience
- Gain research or project experience
- Take on a leadership role or work on a team
- Attend a networking event
- Schedule a mock interview
- Complete your LinkedIn and Handshake profiles
- Get your resume reviewed by a career advisor
- Get your professional headshot in Career Services
- Build your professional network
- Present a project or research