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Launching Your Job Search

EG-UY 1004 Recitation 6

Your Job Search

1. Create a list of 50± companies/organizations you might want to work for by the time you graduate
 - Include local and state government agencies, non-profits, and NYU
 - Do your research:
 - When does their application process begin and end?
 - Consider your eligibility:
 - Legally barred from working for some employers, do they have subsidiaries/offices in countries where you are not legally barred?
2. Create a Google calendar with dates showing when you must apply
3. Be diligent – keep applying!

Career Fair Preparation

- Register for career fairs at Tandon
- Research companies you will interview with
- Get appropriate dress
- Meet with Tandon Career Hub and Wasserman Center for Career Development
 - Check resume
 - Mock interview
 - Career fair prep
 - Practice your elevator pitch



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Attending Career Fairs

At the Career Fair

- Bring more resumes than you need
- Collect business cards or contact information
 - Note date and location of interview on back of card
 - No business card? Write down name, date, and location

After the Career Fair

- Add people you meet on LinkedIn
- Send a short follow up thank you note and express continued interest



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Dedicate Time to the Search

- Apply every year and attend career fairs every year
- Update your company list regularly
- Talk to peers about companies they have applied to or worked at
- Do not be dismayed by refusals!
 - Some companies only want to hire third-year and fourth-year students

Resources

Tandon Career Hub

- 1-on-1 Career Coaching
- Specialized events for your discipline
- Interview Rooms

Wasserman Center for Career Development

- [Headshot Photo Booth & Clothing Rentals](#)
- Internship Grants
- University-wide programming
- Resume [guide](#)



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Cover Letters



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Cover Letters

- Highlights experience and skills that may not fit on resume
- Written in full sentences
- Tells your story briefly and more personally
- One page
- Every cover letter is written for a specific opportunity

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Cover Letter Format

- Company name, address, hiring manager name and title
- Greeting Dear: [Insert hiring manager name]
 - If hiring manager is unknown, use To Whom It May Concern

Introductory paragraph

- How did you find position?
- If referred, name person who referred you
- 1 paragraph detailing relevant experience and skills
- 1 – 2 paragraphs detailing what you bring to job
- Sign off Sincerely, [Insert your name]

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Assignment

- Find a job on LinkedIn, NYU Handshake, or at a company you would like to work for
- Draft a cover letter for that specific opportunity
- Submit cover letter on eg.poly.edu
- See syllabus for due date

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Questions?



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