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ECE 342

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Professional Development Assignment: Correspond with a Mentor

For this assignment, I had a meeting with an Advisor from the OSU Career Center to discuss professional development. My meeting was with Mila Gratson and we had talked over zoom instead of an email/online thread, therefore I don't have a screenshot of the dialogue. However, here is the link to where I met with my advisor

<https://career.oregonstate.edu/engineering>. I did take some notes from the interaction and they will be discussed below

Notes:

- In order to set yourself apart in applications and cover letters, it is important to refer to the job description and use key words from the job description in the cover letter in order to maximize your chances of being noticed.
- Clubs are also a great way to show involvement and typically help boost an application with experience.
- Handshake is a great resource to find new opportunities outside of OSU.
- LinkedIn is also a great place to find opportunities (look for companies that have hired former OSU students).
- In order to describe your past experiences, highlight the main skills used, what was learned, takeaways and what you would do differently. Also try to make the the experience applicable to what the job description says (ONLY if applicable)

- OSU has resources at the Career Center. They can review resumes, cover letters and also offer mock interviews to prepare for possible interviews with companies.
- When on an internship, be proactive and ask questions early, it's better to show that you care and are willing to learn
- Have confidence in your own skill set at an internship, you will be learning a lot during the time and be able to apply what you know to learn something new!
- Don't be scared, an internship is meant to have the student learn!