### 1st Year
- Login to Viterbi Career Gateway and complete your profile (100%)
- Complete the Experience Viterbi App Career Pathways
- Update your resume with Vmock, scoring 80% or higher
- Review your cover letter with VCC and the USC Dornsife Writing Center
- Attend VCC advising, workshops & networking events
- Participate in informational interviews and research internship opportunities
- Attend Trojan Talks (company info sessions) that interest you
- Attend Viterbi Career & Internship Expos
- Utilize career resources at VCC and the USC Career Center
- Maintain a GPA of 3.0+
- Apply in the fall semester for summer internships
- Participate in mock and on-campus interviews
- Read both VASE and VCC Get Hired newsletters
- Join a student organization and/or professional association
- Work on career-related projects
- Network with employers, faculty, staff, and peers
- Attend professional conferences
- Join Viterbi Link and/or Viterbi Mentor Program to find a mentor
- Develop a list of professional references

### 2nd Year
- Take on a leadership position within a student organization
- Login to Gateway to update your profile and resume
- Meet with a Career Advisor to finalize your post-graduation plans
- Apply for full-time jobs through Gateway and company websites in the fall semester
- Request letters of recommendation from faculty
- Attend a job evaluation and salary negotiation workshop
- Secure OPT 90 days prior to graduation, if applicable
- Complete the First Destination Survey
- Become a mentor on Viterbi Link

### INTERNATIONAL GRADUATE STUDENTS:
- Research companies hiring international students through www.uscis.gov/h-1b-data-hub and the Career & Internship Expo employer list published prior to each Expo.
- Visit the Office of International Services (OIS) who will help process Curricular Practical Training (CPT) and Optional Practical Training (OPT) paperwork.
- CPT and OPT are for international students who have completed at least one academic year in the U.S.
- CPT is work authorization that allows international students to participate before graduation in paid off-campus internships in their field of study.
- OPT used primarily after graduation, provides international students the ability to gain employment experience in their field of study. **Students should apply 90 days prior to graduation.**
- Visit the viterbicareers.usc.edu/internships to obtain information on earning academic credit for your internship.
- Attend OIS workshops and programs to connect with other international students and improve your U.S. cultural proficiency and English language skills.