

**1ST YEAR**

- Login to Handshake and complete your profile
- Utilize the EngageSC platform to get involved and complete career checklists
- 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, and 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 Handshake to update your profile and resume
- Meet with a Career Advisor to finalize your post-graduation plans
- Apply for full-time jobs through Handshake and company websites in the fall semester
- Request letters of recommendation from faculty and/or employers
- Attend an offer 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 STUDENTS**

- Research companies hiring international students through Interstride, GoInGlobal, 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 available 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 is used primarily after graduation, and provides international students the ability to gain employment experience in their field of study. Students should apply 90 days prior to graduation
- Visit [viterbicareers.usc.edu/internship](http://viterbicareers.usc.edu/internship) to obtain information on earning academic credit for your internship
- Attend OIS workshops and programs to connect with other international students, improve your U.S. cultural proficiency and English language skills