

# *Planning a Career & Job Search Strategies*

***KEN BOHRER***

***SENIOR CAREER COUNSELOR***

***KCB36@DREXEL.EDU***



# We'll Discuss....

- **SCDC Services**
- **Career Assessments**
- **How Positions are filled**
- **Networking**
- **Handshake**
- **GoinGlobal**
- **Professional Associations**
- **LinkedIn**
- **Library Resources (Mergent Intellect)**
- **Informational Interviews**
- **Alumni Association**
- **Additional Workshops**
- **Questions**



**Steinbright**  
Career Development Center



Career Development Center  
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# STEINBRIGHT CAREER DEVELOPMENT CENTER



Search

COOPERATIVE EDUCATION

CAREER SERVICES

EMPLOYER RELATIONS

PROFESSIONAL RESOURCES

ABOUT



[WWW.Drexel.edu/SCDC](http://WWW.Drexel.edu/SCDC)



Steinbright  
Career Development Center



Career Development Center  
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# Steinbright Career Development Center Services

Advancing your career is one of the most important reasons for going to graduate school. With research, preparation, and perseverance, and with the guidance of Steinbright's Career Services, you can achieve your career objectives. Steinbright provides individual sessions for graduate students, workshops on important topics relevant to your job search, and various events that connect you with employers. The Steinbright Career Development Center supports students with the following and more.

- Career assessment and counseling
- Job search skills
- Interview preparation
- Resume and Curriculum Vitae (CV) critique
- LinkedIn profile review
- Salary negotiations
- Professional networking strategies
- Researching employers and organizations

Career counselor appointments can be made from the [Career and Educational Counseling page](#). Students can see up for career workshops, career fairs, and employer information sessions on [Upcoming Events](#).

## Career Navigator

Discover your next steps along your career development journey.

**EXPLORE THE CAREER NAVIGATOR**

## Speak with a Career Counselor

Ken Bohrer  
Senior Career Counselor

**SCHEDULE AN APPOINTMENT**



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# First Question to Students?

**What position (job title) are you seeking?**

**Can't conduct an effective job search without it!**



# SCDC has Career Assessments

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← Career & Educational Counseling

First-Year Career Counseling

Career Services for Graduate Students

Career Assessments

Career Guides

Steinbright Career Development Center / Career Services / Career & Educational Counseling / Career Assessments

## Career Assessments

The Steinbright Career Development Center offers personality tests to help students understand themselves and see how their interests can align with their career goals.

Whether you have an idea of what you want to do with your future career or don't know where to start, these assessments can offer valuable insights. To learn more, reach out to Steinbright at [scdc@drexel.edu](mailto:scdc@drexel.edu).

### Self-Guided Career Assessments

#### FOCUS 2

Created by experts, [FOCUS 2](#) provides reliable assessments to match users with occupations and up-to-date career information. You can [register with your Drexel email](#) and the access code "dragons". If you have any questions about your results or wish to follow up with a career counselor, please email [scdc@drexel.edu](mailto:scdc@drexel.edu) to review your results with a career counselor.

#### O\*NET Interest Profiler

The [O\\*NET Interest Profiler](#) can help you find a career field that best fits you based on your interests.

### Counselor Administered Career Assessments

#### Myers-Briggs Type Indicator (MBTI)

The Career Report applies MBTI results to identify job families and occupations that potentially could be a good fit for reported MBTI type, with descriptions on how personality type affects Career Choice, Career Exploration, and Career Development. The interpretation includes descriptions and explanations of the four preference scales including Introversion/extraversion, sensing/intuition, thinking/feeling, judging/perceiving. Supplemental handouts include: definitions and characteristics/descriptors of MBTI personality type, the effect of preferences on work setting, Type In College, Type and Careers, Type In Organizations, Type and Career Coaching, Type and Learning, and Type and Leadership.

#### Strong Interest Inventory

The Strong Interest Inventory includes summary and interpretative information on six occupational themes — Realistic, Investigative, Artistic, Social, Enterprising, and Conventional, linking these themes with interests, work activities, potential skills, and values. The report indicates level of interest (high to low) on basic interest scales and compares interests to people in over 120 various occupations on all themes, indicating to students how their interest patterns match individuals in specific professions. The College Profile links strong results to typical college majors, campus organizations/activities, internships/job settings, and college courses.

### Career Navigator

Discover your next steps along your career development journey.

EXPLORE THE CAREER NAVIGATOR

# Power of Networking....

- **What % of jobs are never listed anywhere?**

**80%**

- **What do you think?**
- **What is Networking?**

**The developing of contacts or exchanging of information with others in an informal network, as to further a career.**



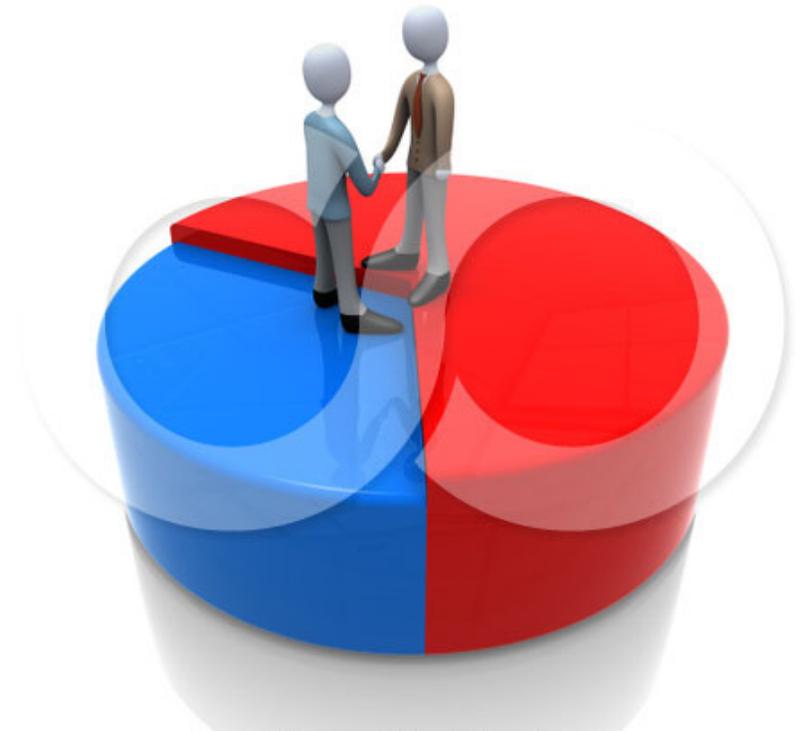
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# How Positions Are Filled

- **Internal postings**
- **Contacts**
- **Job Postings**



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# Filling Jobs

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# Handshake

H

- Explore
- Feed
- Inbox **59**
- Jobs
- Events
- People **New**
- Employers
- Career center

## Explore



**Drexel University**  
View your school's resources



Reply to Sarah Orchulli from FSA?

Reply

### New matches for your search: **Photography**

[View more](#)



**Wedding Salon**  
Journalism, Media & Publishing



**Create, Engage, Lead: Summer 2025**

Part-time job

United States (Remote) · 4 days ago · **New**



**Hachette Book Group USA**  
Journalism, Media & Publishing



**Marketing Assistant, Storey**

\$42K/yr · Full-time job

North Adams, MA (Hybrid) · 4 days ago · **New**



**Gratz Pilates**  
Manufacturing



**Quality Assurance Tech**

\$20/hr · Full-time job

Philadelphia, PA (On-site) · 4 days ago · **New**

### Top jobs for you

[View more](#)



**St. Thomas Aquinas School**  
K-12 Education



**Grade 2 Teacher**

\$43–55K/yr · Full-time job

Philadelphia, PA (On-site) · 3 months ago



**Vanguard**  
Investment / Portfolio Management



**Client Relationship Associate**

\$65–69K/yr · Full-time job

Malvern, PA (Hybrid) · 2 weeks ago



**School District of Philadelphia**  
K-12 Education



**25-26 SY Teacher, Full-Time -**

Full-time job

Philadelphia, PA (On-site) · 3 days ago · **New**

Not what you're looking for? [Update career interests.](#)

# Handshake



**Ken Bohrer**

Drexel University

0 followers • 0 following

Share 

Edit

 Philadelphia, PA

About Posts

**Looking for**

+

 Only visible to you. [Make visible to others.](#)

**Summary**

+

**Skills**

+

# Handshake

Jobs Search Saved



electrical engineering

Location · 1

Onsite/remote

Full-time

All filters · 2

Notify me about new jobs like this  
You will receive emails and notifications.



Fresh

Full-Time · Job

## Electrical Engineer

**ndi** NDI Engineering Company  
West Deptford, NJ (Onsite)

### About the role

Application deadline	Posted date	US work authorization
September 1, 2024 6:00 AM	March 1, 2024	Required

Save Apply

**See if this job is right for you**  
Ask about a role, company culture, or how to succeed in the application process.

130 jobs found Relevance

Fresh Full-time · Job  
**Electrical Engineer**  
NDI Engineering Company  
West Deptford, NJ  
Caroline Shelley  
Corporate Recruiter

Full-time · Job  
**Electrical Engineer**  
Hive Power Engineering LLC  
Allentown, PA  
Baris Kovan  
Principal Engineer, Owner

# Handshake

H

Explore

Feed

Inbox 58

Jobs

Events

People **New**

Employers

Career center

## Explore



 **Drexel University**  
View your school's resources

 Reply to Jason Mickool from Florida Financial Advisors? Reply

## New matches for your search: **Photography**

[View more](#)

 **Seneca Resources Compan...**  
Oil & Gas 

**Intern, Stakeholder Relations**  
Full-time job

 **Aramark**  
Restaurants & Food Service 

**Accounting Coordinator**  
\$21/hr · Full-time job

 **Camp Boggy Creek**  
Non-Profit - Other 

**2025 MALE Summer Cabin**  
\$1-2K/mo · Full-time job

# Handshake

**Filters** CLEAR (2)

**Name** ^

**Schools** ^

Drexel University Only

**Alumni** ^

Alumni Only

**School Years** ^

 **Nathan Hudwell**  
Drexel University  
Alumni, graduated June '16  
Business Administration & Management  
Digital Marketing Consultant at Easterseals NJ  
Digital Marketing Consultant at Agile Legal  
Volunteering  
Drexel University Chior  
[Message](#)

 **Amanda Schwarz**  
Drexel University  
Alumni  
Sales Development Representative at SocialLadder  
Business Development Intern at CID  
Entertainment & Arts Society  
Drexel Equestrian Team  
[Message](#)

 **Estefan Rivero**  
Drexel University  
[Message](#)

# Handshake

Events



← All events

## Career fairs at your school



### Drexel's In-Person STEM Spring Career Fair 2024

In-person · Thu, Apr 18 · 1 PM EDT

CAREER FAIR

Registration opens in 27 days



### Drexel's In-Person Business, Liberal Arts & Design Spring Career Fair 2024

In-person · Fri, Apr 19 · 11 AM EDT

CAREER FAIR

Registration opens in 27 days



### Drexel's Virtual All Majors Spring Career Fair 2024

Virtual · Wed, Apr 24 · 11 AM EDT

CAREER FAIR

# GoinGlobal



**GoinGlobal**<sup>TM</sup>  
Jobs here, there, everywhere.

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[Personal Account Login](#)



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[Internships](#)

[H1B Visas](#)

[Employer Directory](#)

## Welcome to GoinGlobal

### Search Smarter

Dive deep into thousands of location-specific career resources sourced by trusted experts.

[Get Training](#) ▶



### Search Opportunities

[Jobs](#)

[Remote Jobs](#)

[Internships](#)

**JOB SEARCH**

# GoinGlobal

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## Career Guides

Get everything you need to fast track your job search at home or abroad. Search career resources by location and industry, all developed by local employment experts.



### Country Career Guides

Take advantage of constantly updated career advice for the leading employment markets around the world.



### Global City Career Guides

Accelerate your job search with location-specific employment resources for the top metropolitan markets around the world.



### U.S. City Career Guides

Check out our up-to-date job search guides filled with helpful information for major cities throughout the United States.

### Personalize Your GoinGlobal Experience

[Create Account](#)

and get access to extra features:

- Customized Homepage
- New Job Alerts
- Bookmark Content

### Search Content



### Search Opportunities

[Jobs](#)

# GoinGlobal

## U.S. City Career Guides

Take advantage of GoinGlobal's constantly updated expert employment advice to fast track a successful job or internship search for the largest metropolitan areas throughout the United States. Topics include: Job search resources, hiring trends, industry overviews, professional and social networking groups, work permit and visa regulations, financial considerations, resume guidelines, interview tips and cultural advice.

- |  |  |  |
|--|--|--|
|  Albuquerque |  Atlanta            |  Austin      |
|  Baltimore  |  Baton Rouge       |  Birmingham |
|  Boston    |  Buffalo          |  Charlotte |
|  Chicago   |  Cincinnati       |  Cleveland |
|  Columbus  |  Dallas-Ft. Worth |  Denver    |
|  Detroit   |  Greenville       |  Hartford  |

### GoinGlobal Experience

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and get access to extra features:

-  Customized Homepage
-  New Job Alerts
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### Search Content



### Search Opportunities

[Jobs](#)

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[Internships](#)

# GoinGlobal



- Finding a Job
- Hiring Opportunities
- H-1B Visa Info
- Getting the Job
- Professional and Personal Networking
- Living There

Save this Guide to My GoinGlobal

COVID-19 INFORMATION POSTED THROUGHOUT THIS GUIDE

Home » Career Guides » Philadelphia

## Finding a Job

- + Job Search Resources
- + Non-Profits and NGOs

## Hiring Opportunities

- + Top Companies
- + Employment and Industry Trends

## H-1B Visa Info

### Personalize Your GoinGlobal Experience

Create Account

and get access to extra features:

- Customized Homepage
- New Job Alerts
- Bookmark Content

### Related Information

Explore more resources related to this Career Guide.

- Check out the United States Career Guide
- Employers in Philadelphia
- Find Jobs in Philadelphia

### Search Content

# Professional Associations

*a non-profit, dues-supported organization developed around a particular career field or occupation to keep its members connected and informed about industry developments. They are the key to staying current in your field and keeping up with your peers.*

Some are?



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# IEEE Philadelphia Section



Inspiring the Philadelphia Region



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# Student Branch

## Drexel

### Chair

Joseph Theoharakis  
[jrt327@drexel.edu](mailto:jrt327@drexel.edu)

### Vice Chair

Celine Khoo  
[ck687@drexel.edu](mailto:ck687@drexel.edu)

### Graduate Chair

Khalid Huryab  
[kmh465@drexel.edu](mailto:kmh465@drexel.edu)

### Website

<https://drexel.edu/engineering/>

### Drexel IEEE Graduate Forum

<http://www.dusers.drexel.edu/~dig/>

Country	Career Phase	Dues
USA	Graduate Student	\$32.00





# Philadelphia

## Society of Women Engineers

### Upcoming Events

*If the Google Calendar below does not load, please try a different browser.*

*For event details, RSVP instructions, and more, please [click here](#).*

Events from one or more calendars could not be shown here because you do not have the permission to view them.

Today   **Monday, May 2**   Print

**Sunday, May 8**

Mother's Day

#### Welcome!

- > Home
- > About Philly SWE
- > Officers
- > Membership
- > Current Newsletter
- > Scholarship
- > Collegiate Sections

---

## Collegiate (Annual)

One fiscal year standard collegiate membership. Annual membership for college students majoring in engineering or a STEM field.

**Cost: ~~\$20/fiscal year~~ \$10 with code FY2650OFF (Code expires March 30, 2026. Membership lasts through June 30, 2026.)**



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# LinkedIn



Search



Home



My Network



Jobs



Messaging



Notifications



Enhance cover image

**Ken Bohrer** ✓ He/Him

Senior Career Counselor in the Steinbright Career Development Center at Drexel University/Photographer (AmericanRevolutionPhotos.com)

Philadelphia, Pennsylvania, United States · [Contact info](#)

240 connections

Open to

Add profile section

Enhance profile

Resources



DREXEL UNIVERSITY



Georgia State University

# LinkedIn

## About



I have over 35 years of experience working in a college/university Career Center.

I've counseled and advised over 35,000 undergraduate/graduate plus alums on life and career issues so far!

Photograph & Blog Writer-American Revolution reenactments-AmericanRevolutionPhotos.com

Specialties: Teaching, Resume Writing, Informational Interviews, SII, MBTI

Clifton Strengths-Context-Intellection-Maximizer-Ideation-Connectedness

Personal Mission Statement-

To educate & empower adults on formulating an entrepreneurial career plan by integrating my personal life experiences through artistic endeavors involving photography, teaching, public speaking & writing.



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# LinkedIn



## The Drexel Alumni Networking Group

 Listed group



## Drexel University Alumni

 Listed group

3,885 members

## Drexel University Alumni Connections

 Listed group

1,602 members

# Library Resources



[Drexel University Libraries](#) / [LibGuides](#) / [Subjects](#) / [Careers](#)

## Careers

Browse our best resources, organized by subject

70 SUBJECTS

Careers

Go

Guides

Databases

Blog Posts

Showing 41 Guides

[Accounting & Finance Careers](#) ⓘ

📅 Aug 31, 2021 👁 357

[Alumni/ae and Career Changers](#) ⓘ

📅 Sep 13, 2021 👁 141

[Architecture & Interiors Careers](#) ⓘ

📅 Aug 3, 2021 👁 113

[Art and Art History Careers](#) ⓘ

📅 Aug 24, 2021 👁 140

[Biological Sciences Careers](#) ⓘ

📅 Dec 7, 2021 👁 172

# Library Resources



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## ENGINEERING CAREERS

Search this Guide

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[Job Listings](#)

[Books](#)

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[Chemical Engineering](#)

[Civil Engineering](#)

[Computer Engineering](#)

[Construction Management](#)

[Electrical Engineering](#)

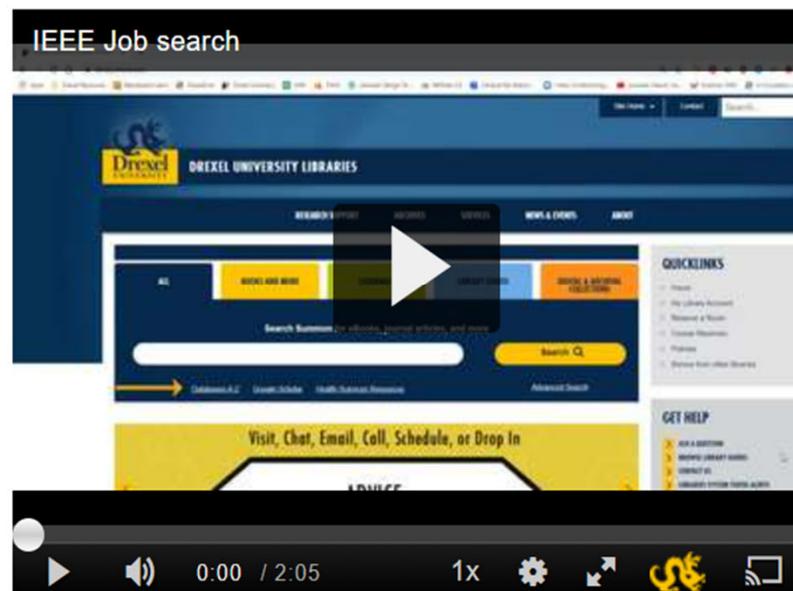
[Engineering Technology](#)

### Engineering Careers

Use this guide to discover resources related to careers in engineering. This page lists general resources for all engineering majors and resources specifically for specific areas of study.

### IEEE for Career Research

#### IEEE Job search



# Library Resources

## Mechanical Engineering

### Aerospace and Automotive

## Steinbright Career Development Center

For more job search resources, follow the links below to SCDC's career guides, and to Handshake, the job search portal with positions posted by employers interested in Drexel students.

- [SCDC - Career Guides](#)
- [Handshake](#) 

## Going Global

To access this website, go to [DrexelOne](#). Then click on the Coop and Career Services Tab. Once on that page you will see a link to Going Global in the box for Career Services.

Going Global provides country-specific and American city-specific career and employment information, Country and City Career Guides, H1B Visa information, employer information, internship and job listings within the United States and around the world. Also included

## Professional Organizations

- [Engineer's Club of Philadelphia](#)  
Engineer's Club encourages networking in the Philadelphia area, check out the resources for students.
- [National Academies of Sciences, Engineering and Medicine](#)  
The website of the National Academies of Sciences, Engineering and Medicine contains reports, discussion papers, presentations and other materials on a wide range of topics.
- [National Society of Professional Engineers](#)  
Society that addresses professional concerns of all engineers.

## Job Listings

- [Engineering.com](#)  
News, information on industries, and job listings.
- [Engineering Central](#)  
Find engineering jobs and post your resume.
- [Engineerjobs.com](#)  
Search engineering jobs and read about careers in engineering.
- [IEEE Job Site](#)  
Search IEEE for engineering jobs.

## Books



# Mergent Intellect

Drexel University Libraries / LibGuides / DUL Course & Discipline Guides / Researching a Company / Company Research

## RESEARCHING A COMPANY

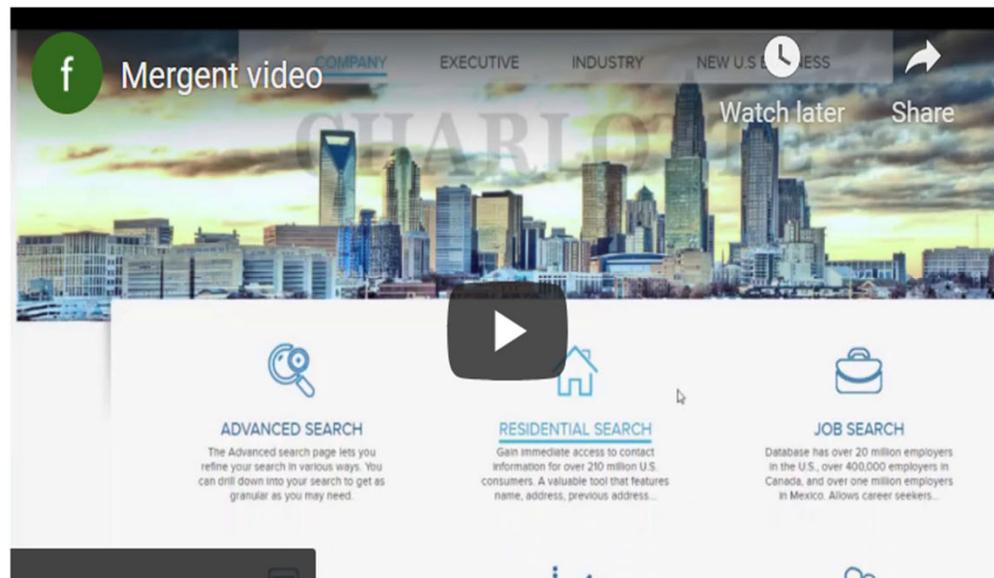
Recommended resources for company research

- Company Research**
  - Mergent Intellect Video Tutorials
  - Basic company information
  - Researching a Private Company: subscription resources
  - Researching a Private Company: web resources
  - Company Information within Literature Databases
  - Company financials
- Analyst Reports
- PEST/PESTLE Analysis
- Non-Profit Research
- Business News
- Free Library of Philadelphia Resources
- Citing Business Resources

### Mergent Intellect Video Tutorials

- [Mergent Intellect: Quick Search](#)  
Video illustrating features of Mergent Intellect's Quick Search.
- [Mergent Intellect: Advanced Search](#)  
Video illustrating the features of Mergent Intellect's Advanced Search
- [Mergent Intellect: Build a File](#)  
Video explaining how to build a file (list of companies, executives, etc.) in Mergent Intellect

Drexel University Libraries video about finding Mergent Intellect from the Libraries website and using this database to search for companies:



# Informational Interviews

**...involves talking with people who are currently working in the field to gain a better understanding of an occupation or industry and build a network of contacts in the field.**



[200 Informational Interview Questions to Ask | LiveCareer](#)



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# Typical Questions?

- **How did this work interest you and how did you get started?**
- **Can you suggest some ways a student could obtain this necessary experience?**
- **What are the skills that are most necessary for a position in this field?**
- **How is the economy affecting the industry?**
- **How did your college experience prepare you for this job?**
- **How would you assess the experience I've had so far in terms of entering the field?**



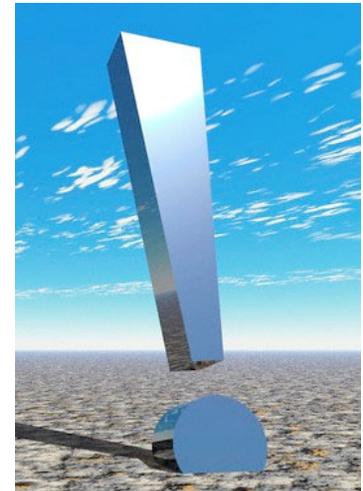
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# Important Points

- **Use the term “informational Interview” not “interview” when asking to meet someone**
- **Ask to meet for 15 minutes only**
- **Ask for other contacts**
- **Research the company and dress professionally**
- **Send thank-you**



# Alumni Association



[STAY CONNECTED](#) [BENEFITS & SERVICES](#) [CAREER DEVELOPMENT](#) [NEWS AND HIGHLIGHTS](#) [FUTURE ALUMNI](#) [ABOUT](#)



# Dragon Network

Contact Us

Make a Gift

Search...



STAY CONNECTED

BENEFITS & SERVICES

CAREER DEVELOPMENT

NEWS AND HIGHLIGHTS

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## STAY CONNECTED

Dragon Network

Alumni Groups

Events

Volunteer Opportunities

Social Networks

Give to Drexel

Update Your Information

Dragon Network Promo Video

Watch later Share

# Welcome to Dragon Network

Drexel University's official online professional development community for students and alumni.

Watch on YouTube

# Final Thoughts

- Your job search is a full-time job (not 10 minutes per day)
- Spend 10-20 hours per week
- Consider areas outside of Center City Philadelphia  
South Jersey, Delaware, Philly suburbs, etc. National, International
- Look into job roles in different industries  
Accounting in the health care industry, not just an acct. firm
- Speak with family, friends, peers, and old bosses/co-workers
- Not all of them are following your every move...TELL THEM



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# Additional Workshops....



## **JANUARY-MARCH 2026 WORKSHOP FLYER**

### **January**

**Graduate Students-Career Fair Prep**

January 15, Thursday 3pm-4pm

**Graduate Students-Any Career Questions Drop-In Zoom Time**

January 22, Thursday 3pm-4pm

**Graduate Students-Writing an Effective Resume**

January 29, Thursday 2pm-3pm

### **February**

**Graduate Students-Any Career Questions Drop-In Zoom Time**

February 5, Thursday 3pm-4pm

**Graduate Students-Cover Letters are Important**

February 10, Tuesday 2pm-3pm

**Graduate Students-Any Career Questions Drop-In Zoom Time**

February 19, Thursday 3pm-4pm

**Graduate Students-LinkedIn/Handshake Profiles**

February 26, Thursday 3pm-4pm

### **March**

**Graduate Students-Job Search Strategies That Work**

March 5, Thursday, 2pm-3pm

**Graduate Students-Interviewing Techniques**

March 10, Tuesday 3pm-4pm

# Events



Drexel University



## Virtual Pre-Law or Graduate School Drop-In Hours

Virtual · Wed, Mar 4 · 3 PM EST

GUIDANCE

Event in 49 days



Drexel University



## Graduate Students-Job Search Strategies That...

Virtual · Thu, Mar 5 · 2 PM EST

GUIDANCE

Event in 50 days



Drexel University



## Graduate Students Resume Drop-Ins

In-person · Tue, Mar 10 · 11 AM EDT

GUIDANCE



Drexel University



## Graduate Students-Interviewing Techniques

Virtual · Tue, Mar 10 · 3 PM EDT

GUIDANCE

Roman Philosopher Seneca-  
*"Luck is what happens when  
preparation meets opportunity"*

**QUESTIONS?**



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