NETWORKING ONLINE: TIPS FOR BUILDING A PROFESSIONAL PROFILE

KEN BOHRER
SENIOR CAREER COUNSELOR
KCB36@drexel.edu
We’ll Discuss....

- How Positions are filled
- SCDC Services
- Self Evaluation (Resume, Cover Letter, Interviews)
- Handshake
- GoinGlobal
- LinkedIn/Faculty
- Library Resources
- Informational Interviews
- Professional Associations
- Alumni Association
- Questions
- Additional Workshops
The Steinbright Career Development Center is Drexel's world-class resource for career and cooperative education services. Our dedicated career service team works to assist students in developing meaningful professional skills for a successful future career. Steinbright also connects students to a constantly growing network of industry leaders around the globe through our vast base of employer partners. Our employer partners provide opportunities for our students to gain up to 18 months of real-world work experience before graduating through our renowned cooperative education program, also known as Drexel Co-op.
Career Services for Graduate Students

The Steinbright Career Development Center provides Drexel graduate students with important resources and services for career and job search support for both campus and online students.

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
Developing your skills as a job seeker can be just as important and valuable as developing the skills required for your industry. These resources are meant to be a launching point for your professional development including résumé creation, interviewing, and communication etiquette. Whether you are exploring potential careers, deciding what to do after graduation, or beginning your job search, the career navigator can help you discover your next steps. Select what you are searching for from the topics below, or browse through the resources in this section to get started.

Career Navigator

+ Developing My Professional Self
+ Creating Application Materials
+ Searching for Jobs
+ Unsure About My Career Path
+ Interviewing
+ Expanding My Network
+ Exploring My Next Steps After Graduation
Searching for Jobs

- Contacting Employers
- Handshake
- Highlighting Your Diversity
- Identifying Employers
- Identifying Job Postings
- Informational Interviews
- Job Resources at Drexel
The Good News….

• What is the US unemployment rate as of January 2024 according to the U.S. Bureau of Labor Statistics?

  3.7%

• How long does the average employer review a resume?

  5-15 Seconds!!

• You Need A Focused Resume!
Power of Networking....

• What is Networking?
  The developing of contacts or exchanging of information with others in an informal network, as to further a career.

• What percentage of jobs are never listed anywhere?
  80%

• What do you think?
How Positions Are Filled

- Internal postings
- Contacts
- Job Postings
Self Evaluation

Are you not getting interviews?
- It *may* be your resume; get 1-2 more sets of eyes on it.
- Do you have a cover letter? If not, create one now!

You have a cover letter but is it *working*?
- As with your resume, have a few people review it.
- Make sure it is effective and doesn’t regurgitate your resume.

Are you getting interviews but not job offers?
- Let’s state the obvious- it is probably your interviewing skills.
- Practice, practice, practice!
- Are you sending thank you letters? If not, there’s your answer...
Steps to success you can take today

- **Attend an event**
  Learn more about employers or roles you're interested in, directly from the source.

- **Make your profile stand out**
  Add key information to match with the most relevant jobs and opportunities.

Get Virtual Face Time with Employers
Check out virtual events and career fairs with employers you're interested in

Drexel University Career Center
View your school's resources
Handshake

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?
Type your introduction...

Ken Bohrer
Drexel University

Your profile is 15% complete
Add Primary Education
Add Work Experiences
Add Organizations

Education
Drexel University primary education

Work & Volunteer Experience
Career fairs at your school

- **Drexel Virtual Health Professions Career Fair 2024**
  - Virtual · Tue, Feb 27 · 4 PM EST
  - 71 students going

- **Drexel's In-Person STEM Spring Career Fair 2024**
  - In-person · Thu, Apr 18 · 1 PM EDT
  - Registration opens in 41 days

- **Drexel's In-Person Business, Liberal Arts & Design Spring...**
  - In-person · Fri, Apr 19 · 11 AM EDT
  - Registration opens in 41 days

- **Drexel's Virtual All Majors Spring Career Fair 2024**
  - Virtual · Wed, Apr 24 · 11 AM EDT
  - Registration opens in 41 days
Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Get Virtual Face Time with Employers
Check out virtual events and career fairs with employers you're interested in
Handshake

Events

- **Graduate Student Workshop:**
  - Virtual - Tue, Feb 27 - 2 PM EST
  - 8 students going
  - Guidance

- **Senior Series Workshop: Leveraging LinkedIn**
  - Virtual - Tue, Mar 5 - 12 PM EST
  - 5 students going
  - Guidance

- **Graduate Student Resume Drop-In Session**
  - In-person - Tue, Mar 5 - 1 PM EST
  - Event in 14 days
  - Guidance

- **Graduate Student Workshop: Job Search**
  - Virtual - Thu, Mar 7 - 2 PM EST
  - 7 students going
  - Guidance
GoinGlobal is the leading provider of country-specific and American city-specific career and employment information.

GoinGlobal includes 33 country career guides, corporate profiles, and more than 600,000 internship and job listings around the world. Additional features include:

- Job search tools — online and face-to-face resources
- Employment trends in major industries — learn more about growing industry areas and focus your job or internship search!
- Executive recruiters and staffing agency contacts — great contacts for students and alumni/professional job seekers
- Work permit regulations — clearly explains the important details for international students and professional job seekers
- Résumé/CV writing guidelines
- Interviewing and cultural advice
- Links to American H-1B visa employers for every state

To access this website, go to DrexelOne. Once on the student page you should see the Steinbright Career Development Center information box, which has the GoinGlobal link.
GoinGlobal

Jobs
GoinGlobal's unique employment search engine combines opportunities from Idealist, Indeed, and other public websites, into one, world-wide search experience. You can increase results by searching for jobs posted in the local language as well as in English, and receive automatic notification to your personal account of new listings matching your search criteria.

Keywords
For more results, try separate searches using both English and the local language keyword, for example "Architect" and "Architekt."

Country *
Select Country

Location *

Advanced Search

Search

Explore LinkedIn for Job/Internship Opportunities at home and abroad

Click here for more NGO/Nonprofit jobs
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.
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
Finding a Job

- Job Search Resources
- Non-Profits and NGOs

Hiring Opportunities

- Top Companies
- Employment and Industry Trends

H-1B Visa Info
American Society of Civil Engineers (ASCE) – Philadelphia Section
https://sections.asce.org/philadelphia/
ASCE is a nationwide organization of more than 144,000 civil engineers that seeks to advance engineering technology and promote ethical standards among its members. The Philadelphia section hosts continuing education programs and networking events, as well as a very active Younger Members Forum (YMF). The YMF is open to those aged 35 and younger, and is active in the planning of networking events, student outreach, community service projects and technical presentations.

Tel: +1-215-985-5701
Email: info@asce-philly.org
Facebook
Twitter

American Society of Mechanical Engineers (ASME) – Philadelphia Section
https://community.asme.org/philadelphia_section/b/weblog/default.aspx
ASME is a national professional organization that examines technical, educational and research issues related to engineering and technology. It also publishes technical writings; holds national, regional and local meetings; maintains a career center; and sponsors networking opportunities. The website includes contact information for current Philadelphia section officers.

Facebook
Twitter

Association for Women in Science (AWIS) – Philadelphia Chapter
https://awisphi.org/
The AWIS is an organization for women within the science, technology, engineering and mathematics (STEM) disciplines. There are chapters nationwide and strategic partnerships with various professional organizations that work to further the interests of women in science, engineering and technology. Membership benefits include special events, discounts on publications and a subscription to AWIS Magazine and the Washington Wire. There are events focused on professionals and students alike, including a health program, career development talks and discussions regarding achievements by women in science.
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?
Student Branch

Drexel

Chair
Joseph Theoharakis
jrt327@drexel.edu

Vice Chair
Celine Khoo
ck687@drexel.edu

Graduate Chair
Khalid Huryab
kmh465@drexel.edu

Website
https://drexel.edu/engineering/

Drexel IEEE Graduate Forum
http://www.dusers.drexel.edu/~dig/
Membership dues

Select your Country/Region and career phase to see your membership dues.*

<table>
<thead>
<tr>
<th>Country</th>
<th>Career Phase</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Graduate Student</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

* IEEE is required to collect sales tax in certain countries outside of the United States. Unless otherwise noted, the membership dues shown above do not include any applicable sales tax for the country selected.

› Learn about member dues reduction programs
Welcome!

› Home
› About Philly SWE
› Officers
› Membership
› Current Newsletter
› Scholarship
› Collegiate Sections

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.

Sunday, May 8
Mother's Day
Ken Bohrer
Career Counselor in the Steinbright Career Development Center at Drexel University
Philadelphia, Pennsylvania, United States • 189 connections

Join to Connect

Drexel University
Georgia State University
Company Website

About
Over 30 years experience working in a college/university Career Center.

Counseled and advised over 30,000 undergraduate/graduate plus alumni on life and career issues so far!

Specialties: Teaching, Resume Writing, Informational Interviews, SII, MBTI
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Photograph & Blog American Revolution reenactments-AmericanRevolutionPhotos.com

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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.
JOB SEARCH STRATEGY: Social Networking

• LinkedIn – professional
  • Sometimes referred to as Facebook for professionals
  • Your online public resume
  • An electronic rolodex
    • Your connections...and the connections of your connections
    • Not what but *who you know* sometimes
  • Connect with past and present contacts
    • Search by companies you’ve worked at (bosses, co-workers), professors, & other DU contacts
  • Important to maintain existing professional connections
    • Much like Twitter and Facebook, don’t let your LinkedIn profile become stale
  • Join Groups – alumni, corporate, specific interests, and networking groups
  • Utilize job search function
JOB SEARCH STRATEGY: Your Faculty and/or Alumni

• Your faculty members can be a great resource.
  – Discuss industry contacts and available networking opportunities
• Contact the faculty member to express your interest in a research position. Schedule a meeting to discuss research opportunities and the logistics involved with working on campus
• Be respectful of their time!

• **Drexel Alumni** are likely to help their own!
  – Networking, informational interviews, recruiting pipeline, etc.
  – How can you find them? LinkedIn, Alumni office, Alumni events
LinkedIn

The Drexel Alumni Networking Group

Drexel University Alumni

Drexel University Alumni Connections
# Library Resources

Drexel University Libraries / LibGuides / Subjects / Careers

**Careers**

Browse our best resources, organized by subject

[70] **SUBJECTS**

| Careers |
|---------|---|

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

ENGINEERING CAREERS

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

Visit Chat Email Call Schedule or Drop In

GET HELP
Libraries Resources

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

- [Educating Scientists and Engineers](#)
- [Networking for Nerds](#)
- [Industries for Engineers](#)
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
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?
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
DRAGON NETWORK

Dragon Network is Drexel University’s online community for alumni, students, faculty, and other members of the Drexel community.
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
Roman Philosopher Seneca-
"Luck is what happens when preparation meets opportunity"

QUESTIONS?
SCHEDULE JANUARY-MARCH 2024

January

Tuesday, 1/16-3pm-4pm-Writing an Effective Resume

Monday, 1/29-1pm-2pm-Cover Letters are Important

February

Wednesday, 2/14-2pm-3pm-Finding That Ideal Internship

Tuesday, 2/27-2pm-3pm-LinkedIn/Handshake Profiles

March

Thursday, 3/7-2pm-3pm-Job Search Strategies That Work

Tuesday, 3/19-3pm-4pm-Interviewing Techniques (In-Person-Graduate College Conference Room)