



**CPDC** Career Planning &  
Development Center



transforming your  
education into a career

online at [www.IndianaTech.edu/CPDC](http://www.IndianaTech.edu/CPDC)

Career preparation with the Career Planning and Development Center at Indiana Tech should begin your freshman year, not the summer after you graduate. The CPDC is a free resource provided by Indiana Tech to help you be as successful as possible. Start taking advantage of our guidance on the first day of your education!

We can only help if you take the first step: visit the CPDC. Make an appointment or drop-in. The more effort you put into planning and developing your career now, the more you'll gain from it later.

a resource provided by **INDIANA TECH**

# CPDC: the bridge to your career

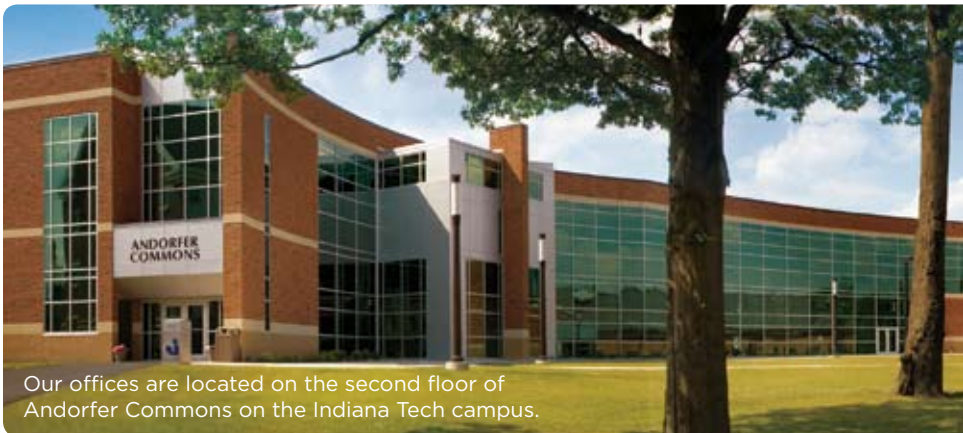
Imagine you have found the perfect job. You have the education and the qualifications that are required and all the ambition in the world. But how do you convince your potential employer that you are the one they should hire? That's where Indiana Tech's Career Planning & Development Center (CPDC) comes in.

Our programs will teach you to be the confident, composed professional employers are seeking. We'll show you how to put your best foot forward so you can land that perfect job.

Here are a sampling of services available to assist traditional students, CPS students, and alumni—all at no cost.

- ▶ **Career advising using personality and interest inventory assessments:** You know you want a degree, but you're not sure exactly what you want to do. Our staff members assess your personality, interests, strengths and skills and advise you on how these relate to career choices.
- ▶ **Career exploration:** Once you have your chosen major, we can help you identify careers that correlate with your personal abilities and interests. If you already have a good idea of which career you want, we can help you develop specific goals to help you secure a job in that sector following graduation. We can also help you discover other opportunities in your field of interest.

**Internships:** Our internship coordinator works with you to find on-the-job work experiences where you'll apply your classroom knowledge in real-world work environments. Many internships lead to full-time employment after graduation.



Our offices are located on the second floor of Andorfer Commons on the Indiana Tech campus.

- ▶ **Job search preparation:** Having a degree in today's competitive job market doesn't ensure success. Preparation for entering the job market can begin as early as your freshman year. We can assist with résumé and cover letter writing, interview preparation, analyzing job offers, and negotiating salary and benefits. If you prepare for your job search throughout your college years, you'll alleviate stress during graduation.
- ▶ **Workshops and events:** At the CPDC, we look for ways to get you involved! Professional development opportunities are available through classroom workshops and various events including etiquette dinners, professional dress fashion shows and networking nights.

**Online job posting and résumés:** Go to [IndianaTech.edu](http://IndianaTech.edu) to visit Warrior Jobs, our online job posting system. You can view current postings 24 hours a day. In addition, students can post their résumé for employers to review.

- ▶ **On-campus interviewing program:** We welcome employers to campus to conduct interviews for full-time, part-time and internship opportunities with our students.
- ▶ **Career fairs:** We host an annual career fair here where you'll have the opportunity to meet employers and learn about various companies and organizations. In addition, Tech students also have the chance to participate in various regional and major-focused fairs held throughout the year.
- ▶ **Job shadowing/mentoring:** If you want an inside look at your career field, we can connect you to area employers and alumni for job shadowing. You'll gain a greater understanding of the career field you're exploring, build professional contacts and develop a supportive mentoring relationship.
- ▶ **Individual attention:** Our staff is committed to working with students individually to assist them in reaching their goals. Being a small campus, staff members can work one on one with you to plot a course for your success.

**The mission of the CPDC is to prepare students and alumni for professional and personal success by providing advising, programs and activities related to self-assessment, career exploration and job search preparation.**



your career starts now  
(not when you graduate)



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### **The CPDC Mission**

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### **No Cost to Students**

Our focus is purely on the success of our students, the businesses they work with, and the communities they live in. That is why all of our services for students and employers are offered at no cost.

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