



CAREER SERVICES

Guide to Career Success

A 4-Year Plan for Career Readiness

Freshman Year

- Activate your Handshake profile
- Complete a career evaluation, such as YouScience/Clifton Strengths
- Schedule an appointment with Career Services
- Begin your resume development process
- Join at least one UTS club/organization
- Meet new friends and build campus relationships
- Be aware of your social media presence
- Consider volunteer opportunities in your field of study
- Keep tabs on events through handshake, email, and the UTS App
- Attend multiple Career Services events per semester
- During Spring semester explore leadership opportunities for Fall

Sophomore Year

- Research internships and attend the UTS internship workshop
- Job Shadow a professional and discuss your career plan
- Revise your resume with summer work experience
- Begin looking into seasonal/part-time employment related to your area of study
- Update your Handshake profile
- Seek opportunities to join a professional organization related to your major or area of interest
- Seek leadership roles on campus
- Participate in volunteer work on and off campus
- Check out future study abroad opportunities



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Junior Year

- Schedule an appointment with Career Services to critique your resume and cover letter
- Develop a list of professional references and stay in contact
- Obtain an internship to gain practical experience
- Attend a workshop or conference in your field of interest
- Attend campus graduate school events
- Visit graduate schools and/or meet with graduate representatives
- Develop an outline for your graduate school essay/portfolio
- Consider taking a practice graduate/professional entrance exam
- Look into graduate school assistantships and important deadlines before applying
- Create LinkedIn account
- Update Handshake profile
- Be aware of social media presence

Senior year

- Submit an electronic copy of the following items to be reviewed by Career Services: resume, cover letter, and graduate school essays
- Apply to graduate schools
- Network with LinkedIn and Handshake to build contacts
- Research Potential companies and begin your job search
- Meet with Career Services to prepare for interviews
- Complete your list of professional contact information, including email address, appropriate voicemail message, and career conscious internet presence
- Professionalize your social media presence
- Have professional photos taken
- Research opportunities and start applying!

Contact Career Services:

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