



FRESHMAN YEAR

- Meet with a CCS advisor to create a personalized career plan
- Format your high school resume to a professional format
- Register with CareerSource online to receive job and internship information
- Follow @UTCCS on Twitter and Communication Career Services on Facebook
- Investigate and participate in clubs and organizations in which you're interested
- Create a LinkedIn profile and start building your professional network

SOPHOMORE YEAR

- Meet with a Career Advisor to discuss internship planning
- Update information and resume in CareerSource
- Review and collect job and internship descriptions that interest you (CareerSource)
- Explore leadership roles in the student orgs in which you are participating
- Volunteer in your intended field to build your professional network
- Investigate and secure a summer job or internship and document measureable results to include in your resume
- Attend career fairs
- Begin to eliminate high school content from your resume and replace it with college-level, results-oriented content from your field
- Begin to collect and edit your work to include in a professional portfolio

JUNIOR YEAR

- Meet with a Career Advisor to discuss job search planning
- Secure/complete an internship in your field
- Tailor upper-division papers and projects around your area of interest (if possible)
- Take on a leadership role in a student org and document measureable results to include in your resume
- Reach out to your network to keep them updated with your progress
- Conduct an informational interview with others in your field
- Identify hard skills in your field with which you're unfamiliar and learn more about them
- Conduct salary research specific to your industry and your intended location

SENIOR YEAR

- Meet with a Career Advisor to discuss interviewing strategies
- Update your CareerSource profile
- Update the key people in your network on your career progress and upcoming graduation date, provide info on your areas of interest and career goals
- Perfect your resume and cover letter/grad school applications
- Research specific companies you would like to work for to identify their mission, competitors, products, and hiring process
- Reach out to connections you have at the specific companies to which you are applying
- Apply to first choice job opportunities, and identify plan B jobs, APPLY

ADDITIONAL OPPORTUNITIES FOR CAREER DEVELOPMENT

- Attend career fairs to observe how they work
- Participate in Career Connect: An employer site visit program hosted by CCS
- Review First Destination surveys to learn where Moody students intern & work
- Develop and continually refine an "elevator pitch"
- Research trends and new developments in your field
- Identify and research jobs in your field and their salary ranges
- Attend CCS workshops and employer info sessions to build your network and professional skills
- Consider applying to be a CCS Student Liaison

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