

**PHASE I
FRESHMAN YEAR**

- Register with Communication Career Services (CCS)
- Meet with a CCS Advisor
- Complete interest inventory
(Vick Center for Strategic Advising and Career Counseling)
- Attend a career exploration workshop
(Vick Center for Strategic Advising and Career Counseling)
- Research your major field of study

**PHASE II
SOPHOMORE YEAR**

- Meet with a CCS Advisor
- Update your CCS account
- Update and reformat your high school resume
- Review job and internship descriptions in CareerSource and AccessUT
- Conduct one information-gathering interview with a person in your field of interest
- Attend two on-campus career workshops
- Volunteer on or off campus for resume experience
- Secure part-time summer job in your field of interest
- Attend fall and/or spring CCS Job and Internship Fair

**PHASE III
JUNIOR YEAR**

- Meet with a CCS Advisor
- Update your CCS account
- Update and polish your resume AGAIN
- Secure/complete internship(s)
- Conduct two information-gathering interviews with person in field of interest
- Attend two on-campus career workshops
- Serve as a mentor/tutor to other students
- Volunteer on or off campus for resume experience
- Discuss applying to graduate/law school
- Attend fall and spring CCS Job & Internship Fairs

**PHASE IV
SENIOR YEAR**

- Meet with a CCS advisor
- Update your CCS account
- Update and polish your resume AGAIN
- Secure/complete internship(s)
- Conduct two more information-gathering interviews with person in field of interest
- Attend two on-campus workshops or seminars
- Volunteer on or off campus for resume experience
- Pay attention to on-campus interviewing job postings and application deadlines
- Attend fall and spring CCS Job & Internship Fairs

******GET HIRED******