

How to Get Started...

Freshman Year

- Start a career information file that includes names of contacts and records of your activities for the next four years.
- Take interest and strengths quests tests – University Career Center offers these.
- Identify at least four skills employers want and plan how you will acquire those skills before graduation.
- Learn about the resources in the Rawls College of Business Career Management Center (CMC).
- Familiarize yourself with job search resources on the internet and RawlsCONNECT.
- Attend a resume workshop and write your first resume.
- Attend career fairs to gather information about potential careers and employers. (usually occur October and February for College of Business students)
- Explore your interests, abilities and skills.
- Talk to faculty, alumni, advisors and counselors about career options.
- Join clubs and organizations that will offer you leadership roles in the future.
- Consider volunteer opportunities to build your resume.
- Build relationships.

Sophomore Year

- Update your resume and have it critiqued through CMC.
- Begin thinking about internship opportunities.
- Read at least one book on career planning.
- Explore at least three career options available through your major.
- Research various occupations.
- Some majors will benefit from doing a sophomore internship.
- Attend career fairs and employer information sessions to get to know employers on campus before actual job search begins.
- Identify organizations, associations and alumni in your interest areas for shadowing.
- Join at least one organization related to your major in order to make contact with people in the professional world.
- Work toward a leadership position in a club or activity.
- Put together an interview outfit.
- Continue building relationships.

Junior Year

- Update your resume and have it critiqued through the CMC.
- Narrow your career interest areas.
- Explore internship opportunities.
- Participate in interviewing, cover letter writing, and other job search workshops through CMC.
- Practice your interviewing skills.
- Review your progress in learning skills employers look for in new hires.
- Attend career fairs, employer information session, the employer panel event, and participate in mock interviews.
- Take leadership positions in clubs or organizations.
- Consider graduate school and get information on graduate school entrance examinations.
- Begin interviews.
- Research potential employers.
- Build your professional wardrobe.
- Continue building relationships.

Senior Year

- Put the finishing touches on your resume.
- Draft a cover letter and have it critiqued by CMC staff members.
- Develop an employer prospect list.
- Research salaries.
- Attend local association meetings to meet potential employers.
- If applicable, take graduate school entrance exam.
- Follow up on all applications and keep records on the status of each.
- Go on interviews (remember to write thank-you notes), evaluate offers and accept one!
- Keep on building relationships.