

# GRADUATE STUDENT TWO-YEAR PLAN

## First Year

1. Get to know the academic and professional resources at your disposal at ULV
  - Orient yourself to the campus, your department, and student services
  - Meet with your advisor to discuss academic and professional goals
  - Utilize the tutoring and mentoring services at the Graduate Success Center
2. Self-Assessment
  - Take the work/life values questionnaire (see career resources on our website)
  - Make a list of your strengths/weaknesses, career objectives, job deal-breakers, etc.
3. Meet with Career Counselor
  - Discuss career goals
  - Develop a strategic plan to meet these goals
  - Review resume and cover letter
  - Take a strengths and/or career assessment (if needed)
4. Research (and join) Professional Association(s)
  - Joining a professional association provides access to relevant news, materials, and networking opportunities
  - Having a professional association on your resume shows a commitment to the field and to your own professional development
  - Most professional associations have heavily discounted student membership fees
5. Conduct an Informational Interview
  - This should be someone in an upper-level position in your field of study
  - Create a list of 7-10 questions to ask your interviewee (see career resources link for more information)
  - DON'T ask this person for a job!
6. Apply for Internships
  - DID YOU KNOW? Graduates with internship experience typically receive **higher starting salaries** than graduates without internship experience
  - Internships are especially important for career changers and others new to the field
  - Internships provide a chance to network and build relationships with those in the field on top of giving one the opportunity to develop professional skills
  - International Students: Be sure to visit the Office of International Student Services to discuss possible internship opportunities

## Second Year

1. Shore up Online Presence (if needed)
  - Everyone should have a professional and detailed LinkedIn profile as most employers and recruiters will check this to confirm employment history, skills, etc.
  - Check your social network profiles and settings to make sure you aren't showing the world what you don't want to be seen
2. Come to Career Services Workshops and Events
  - Networking and Etiquette Dinner
  - Career Fair
  - Workshops
  - International Students: Be sure to attend an OPT workshop for information on applying for this work authorization
3. Meet with Career Counselor
  - Discuss job search process and resources
  - Refine resume and cover letter
4. Apply, Apply, Apply
  - Notify your contacts (professors, professional network) that you are applying for jobs
  - Tailor your resume and cover letter for each position
    - Drawing from a master resume and cover letter can make this process less time-consuming
5. Mock Interview
  - Before you interview for a real job, come in to Career Services for a mock interview
  - Prepare for this interview as if it were a real interview. Dress nicely and send your resume, cover letter, and a job description to Career Services at least 24 hours before the mock interview