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
     o 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