Undergraduate Career Readiness Plan

LIBERAL ARTS CAREER SERVICES
Translating a liberal arts education into a world of opportunities
One of the greatest qualities of a Liberal Arts education is its interdisciplinary approach, which makes each student’s UT experience unique. This four-year timeline is provided as a suggestion; please adapt this information to suit your personal interests and goals. We know it can be difficult to get started, so start by choosing one action item from each category to do each year.

First Year

Connect

- Schedule an appointment with Liberal Arts Career Services to discuss your interests and goals.
- Cultivate relationships with professors and TAs by visiting office hours.
- Learn about and participate in student organizations, research, and volunteerism.

Explore

- Explore potential career interests using the Focus 2 Career Assessment, What Can I Do With This Major?, and My Next Move.
- Attend at least one workshop, event, or career fair to gain insight into various careers and opportunities.
- Make a Handshake account to search for on-campus jobs and internships, and schedule appointments with a career coach and register for events.
- Explore how other Liberal Arts students are gaining experience through our internship site reviews.

PRO TIP: Start small! Even just spending 5 minutes on Handshake or a quick Google search of an interesting employer is a great start.

Reflect

- Consider scheduling time for a study abroad experience before graduating and look into funding resources to help finance a study abroad opportunity.
- Take a LinkedIn Learning course over the summer to learn or further develop a skill.
- Update your high school resume to a college resume using one of our templates.
Second Year

Connect

- Create [HookedIn](http://www.hookedin.com) and [LinkedIn](http://www.linkedin.com) accounts to begin connecting with the UT community and building your network.

- Continue to cultivate relationships with professors and TAs by visiting office hours.

- Connect with employers by asking questions and introducing yourself to representatives at events and career fairs.

**PRO TIP:** Find a friend to be your accountability partner. Spend time together focusing on career prep to help keep each other motivated. You can work on applications, job search, or complete a LinkedIn Learning course together.

Explore

- Learn more about career paths you are interested in through informational interviews.

- Look for internships in [Handshake](http://www.handshake.com) for the spring semester or summer.

- Gain experience through a part-time job or internship and learn about funding opportunities for internships.

- Practice your interviewing skills to prepare for future interviews, either virtually using [Big Interview](http://www.biginterview.com) or by scheduling an appointment with a career coach.

Reflect

- Update your resume to include your first year and summer experiences.

- If you need an internship course credit as a part of your major requirements, browse our internship credit courses.

- Visit the [UT Outpost Career Closet](http://www.utoutpostcareercloset.com) to start building your professional clothing collection.

- Consider applying for leadership positions in student organizations to gain valuable experience.

- Meet with a career coach to discuss internship opportunities, work on application materials, or touch base about your career game plan moving forward.

- Consider taking a career course for credit. [LA101M](http://www.la101m.com) is a 1-hour credit course that you can take at any time during your undergraduate career.

- Work on crafting a cover letter for internship or part-time job applications and have it reviewed by a career coach.
Third Year

Connect

- Connect with and learn from alumni by using HookedIn or LinkedIn.
- Continue to cultivate relationships with professors and TAs by visiting office hours.

Explore

- Browse Handshake to better prepare for required and preferred qualifications of full-time positions in your desired field.
- Attend a career fair or employer event to network with employers and learn about job and internship opportunities they have available for the summer or the next school year.
- Obtain an internship or part time job that will help you develop transferrable skills and be competitive for jobs upon graduation.
- Use Texas Digital 360, a free resource for UT students, to create a professional website or ePortfolio and earn credentials through the included course.

Reflect

- If you are considering law school or graduate school, schedule an appointment with a law school or graduate school admissions coach.
- Complete the Career Crossroads activity to get a better idea of what you are looking for in an internship or a job.
- Consider taking a career course for credit. LA 101M is a 1-hour credit course that you can take at any time during your undergraduate career.
- Update your resume to reflect your second year and summer experiences.
- Update your existing cover letter to include new experiences and have it reviewed by a career coach.
- Visit the UT Outpost Career Closet to start building your professional clothing collection.
- Schedule an appointment with a career coach to craft strong application materials.

PRO TIP: Schedule time in your calendar to focus on career preparation and specify what you will focus on in that time. Stick to your schedule!
Fourth Year

Connect

- Strengthen relationships with professors and TAs by visiting office hours.
- Interact with alumni on HookedIn and LinkedIn who work at companies or in industries of interest.
- Identify people (former/current supervisors, research program leadership, mentors) to serve as references for your job search or letter writers for law or graduate school.
- Reach out to your network (current and former professors/TAs, job or internship supervisors, mentors, UT alumni) to let them know you are looking for a position after graduation.

Explore

- Research companies and types of positions you are interested in using Handshake (and other job search tools).
- Obtain an additional internship for fall, spring, or even the summer after you graduate.
- Attend career fairs and employer events to meet representatives from employers you are interested in to learn more about the organization and full-time job opportunities.

Reflect

- Identify your goals and create a game plan. Full-time job? Graduate school? Post-graduate fellowship/grant program? Travel?
- For full time positions, begin searching for postings at least 3-6 months before you graduate. This will give you time to network, interview, and secure a position. Some industries have hiring timelines that hire a year out. Meet with a career coach to customize your job search plan.
- Consider taking a career course for credit. LA 101M is a 1-hour credit course that you can take at any time during your undergraduate career.
- Take the LinkedIn Master Course to optimize LinkedIn to its fullest.
- Finalize your resume and create various tailored versions for the specific jobs/industries you are applying to.
- Develop a cover letter template and tailor it to each job you apply for.
- Use Texas Digital 360, a free resource for UT students, to create a professional website or ePortfolio and earn credentials through the included course.
- Complete the Job Posting Analysis handout to ensure your application materials are highlighting key information from the job posting.
Post-Graduation

- Meet with a career coach for up to one year after your graduation date.
- Access Handshake in perpetuity to search for jobs and connect with peers and employers.

**PRO TIP:** Have confidence in your skills and experiences. You don’t have to check off every qualification on a job description or have experience in the exact field to be a competitive applicant.

- Stay connected with other alumni and current students through HookedIn. Consider becoming a mentor for current students to help them in their own career journey.
- Share your career success with us at Liberal Arts Career Services!

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