

Career and Internship Preparation Checklist

The best way to stay organized is to create a list of tasks that contribute to an end goal. The career and internship preparation checklist will help you reach your professional goals and prepare you for career success at any stage of your academic career.

Freshman/Sophomore

GOAL: Choose a major and identify potential career interest areas

- ☐ Visit the UT Tyler Office of Career Success website to learn about workshops, events, services and resources available to students
- ☐ Complete student profile in Handshake website (uttyler.joinhandshake.com)
- ☐ Schedule an appointment with a Career Success Coach to identify possible majors and careers that complement your strengths and interests
- ☐ Explore your interests, skills and values, which may include taking a career assessment offered by your Career Success Coach

GOAL: Begin to think of yourself as a future professional

- ☐ Create a resume and cover letter
- ☐ Sign up for a LinkedIn profile and start building connections
- ☐ Begin building an e-portfolio
- ☐ Conduct informational interviews with those who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members)

GOAL: Build skills and experiences that will help you get career ready

- ☐ Join and participate in extra-curricular activities, such as student clubs or professional organizations/associations related to your career interest area
- ☐ Start searching and applying for part-time employment and internship opportunities
- ☐ Volunteer on and off campus to enhance soft skills
- ☐ Attend Career Fairs, workshops, and employer panels hosted by the Office of Career Success

Junior

GOAL: Fine-tune your resume and apply for internships, jobs or grad school

- ☐ Get your resume and cover letter reviewed by your Career Success Coach
- ☐ Identify and apply for internships and job opportunities in Handshake
- ☐ Practice your interviewing skills with your Career Success Coach
- ☐ If you are considering graduate school, meet to discuss graduate school applications, personal statements and test prep options with your Career Success Coach

GOAL: Continue growing your professional network and connect with potential employers

- ☐ Update your LinkedIn profile and make sure your social media accounts are professional and appropriate for anyone who may be looking
- ☐ Attend Career Fairs and employer panels hosted by the Office of Career Success
- ☐ Reach out to and follow companies you are interested in on Handshake

GOAL: Continue enhancing your career competencies

- ☐ Actively participate in a leadership role in extra-curricular activities, such as student clubs or professional organizations and associations related to your career interest area
- ☐ Attend career workshops or webinars hosted by the Office of Career Success

Senior

GOAL: Update your job or graduate school application materials

- ☐ Get your resume and cover letter reviewed by your Career Success Coach and add new experiences and skills you have gained
- ☐ Ask professors, previous employers, or internship supervisors for letters of recommendation or to use as a reference
- ☐ Update your LinkedIn profile and make sure your social media accounts are professional and appropriate for anyone who may be looking

GOAL: Secure employment, graduate school admission, or impact service opportunity

- ☐ Meet with your Career Success Coach to make sure you are on the right track
- ☐ Continue practicing your interviewing and networking skills with your Career Success Coach
- ☐ Search Handshake for opportunities that interest you, and tailor your application materials to the jobs you are applying for
- ☐ Attend career fairs and speak to all representatives to learn about employment opportunities

GOAL: Transition into the work force with confidence

- ☐ Ensure you have a handful of professional outfits to wear for your new job
- ☐ Keep in contact with mentors, your professional network and contacts you have used as references
- ☐ Connect with the Office of Alumni Engagement to learn more about engagement opportunities