



TEXAS A&M UNIVERSITY - SAN ANTONIO

Career Services

Career Planning Checklist

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Juniors

Focus your plans



- Update your resume if you haven't recently
- Obtain an internship or other career-related experience to gain professional skills
- Update your LinkedIn profile and follow specific employers and industries in which you are interested
- Compile information on employers who hire in your field
- Learn how to write effective cover letters - find a useful handout with tips at www.tamusa.edu/careerservices/studentsalumni
- Meet with your faculty advisor; review academic progress and your projected graduation date
- Develop your interviewing skills by completing a mock interview on InterviewStream at tamusa.interviewstream.com
- Network with professionals, employers, alumni, and friends regarding professional career advice
- Conduct informational interviews for insight about your career choice
- Begin building your professional wardrobe
- Determine if graduate school would be beneficial in helping you reach your career goals, if so, research schools and requirements
- Practice your elevator speech and networking skills
- Begin serving in leadership roles in student organizations and/or professional associations
- Cultivate your online brand through social media
- Begin building a portfolio if your career will require one - some employers will want to see examples of your creative work, lesson plans, research projects, etc.