

INFORMATION FOR SENIORS

As you approach the end of your college career, it is important to take advantage of opportunities to improve your resume (internships, volunteer activities, service learning, informational interviewing, etc). In preparation for graduation, you will want to give careful consideration to the following ideas:

If you are planning to go to graduate school immediately:

- Identify the grad schools that can best meet your career objectives.
- Locate the admission requirements for the schools you choose.
- Determine required admission tests and set a schedule for testing and application submission.
- Take practice exams or review study guides for required exams.
- Complete the application, references and resume.
- Ask two or three faculty members to provide recommendations.
- Talk with your advisor when questions arise in your search for information about various graduate programs.

If you are planning to seek immediate employment:

- Explore the many career opportunities available for your major/minor.
- Understand the concept and importance of “networking” in finding a job. Remember that most good jobs are never advertised on-line or in the paper.
- Attend Job Fairs.
- Consider employment with the government. Visit www.usajobs.gov for federal or www.workintexas.com for state.
- Understand your strengths and weakness in seeking a job.
- Resumes should be error free, tailored to the specific job, usually one page, and always accompanied by a cover letter. A good website for resume preparation is http://www.quintcareers.com/resume_tutorial/tutorial_1.html
- Ask your advisor, or other faculty members, to review your resume and suggest improvements.
- Ask two or three faculty members to provide recommendations when needed.
- Search for websites that list job opportunities in your chosen career.
- Be certain to review information regarding how to “ace an interview,” and be aware of the various types of interviews. A good website is http://www.quintcareers.com/job_interviews/
- In thinking about the geographic area in which you want to work, remember that limiting your geographic areas can be a major obstacle to finding a job.