

# SEARCHING AND APPLYING FOR JOBS IS SIMPLE.



This checklist is your guide for making the job search process easier. The items within each category do not need to be done in order. Just check them off as you go!

## ▶ ONGOING ACTIVITIES

- Attend Texas Wesleyan career fairs.
- Become familiar with the Career Services handbook.
- Get involved in a student organization or volunteer experience.
- Check CareerLink regularly.

## ▶ FRESHMEN (AWARENESS)

- Meet with your career counselor. (Call to schedule)
- Register with CareerLink and update profile.
- Take a career assessment.
- Conduct an informational interview.
- Meet with your academic advisor to develop your University Core Curriculum.
- Identify a career mentor in your possible field.

## ▶ SOPHOMORES (EXPLORATION)

- Research occupations online.
- Transition your resume from high school to college.
- Upload your resume on CareerLink.
- Officially declare a major.
- Join student and professional organizations related to your field.

## ▶ JUNIORS (EXPERIENCE)

- Meet with your career counselor. (Call to schedule)
- Include transferable skills from all your work experiences on your resume.
- Take on a leadership role in an organization.
- Select at least three references for job applications.
- Find an internship.
- Learn appropriate attire for interviews.
- Decide if graduate or professional school is necessary to reach your career goals.

## ▶ SENIORS (TRANSITIONS)

- Continue to follow the graduate/professional school timeline, if applicable.
- Develop your personal statement.
- Identify professionals for letters of recommendation.
- Prepare for interviews using the Career Services handbook.
- Schedule a mock interview to prepare for interviews.
- Identify job opportunities and research employers.
- Tailor your resume and cover letter to each position applied for.
- Send thank you notes to employers.



Texas  
Wesleyan  
CAREER SERVICES

▶ [TXWES.EDU/CAREER](https://txwes.edu/career)

## CONTACT US

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