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Career Planning Timeline

It's never too early to start planning for your future. Success in your chosen career often depends upon advance planning and preparation.

Suggested Timeline

Follow these suggested career activities during each stage of your academic life:

Freshman Year

- Set up a Career Center [UTD CareerWorks](#) account and post a resume.
- Explore interests, abilities, and skills through academic courses.
- Participate in workshops for career decision making.
- Take hardcopy career assessments or use online career planning software (ex. [SIGI3](#), [eChoicesCT](#)).
- Schedule an appointment with a [Career Center Counselor](#) to explore majors and career titles.
- Explore part-time and summer work opportunities.
- Attend [career seminars](#). "How To Write A Professional Resume" and "How To Interview" are just two of the many seminars offered. See the [events page](#) for a list of upcoming seminars.
- Join UTD clubs or sororities/fraternities, or become involved by taking on a student government leadership role or play intramural sports.
- Build a rapport with professors.
- Talk to people about their careers and what it's like to do jobs that interest you.

Sophomore Year

- Research choices of majors and/or careers identified previously as a freshman.
- Seek [internships](#) related to your academic major.
- Attend a variety of [career seminars](#) on resume writing, interviewing, and job search.
- Search for part-time, full-time and/or summer jobs in the [UTD CareerWorks](#) system.
- Join student organizations and activities.
- Begin to build your professional network by collecting business cards and doing projects for your professors.
- Search out volunteer activities through your church, local communities or non-profit organizations that will build your transferable skills.
- Update your resume and add new jobs, activities and awards, etc.
- Attend UTD [Career Expos](#) and on-campus workshops, presentations, and speakers on a variety of current events, topics or areas of interests.
- Conduct information interviews and keep a log of your contacts.

Junior Year

- Update your resume and add new jobs, activities and awards, etc.
- Continue to attend seminars and view video tapes for new trends and techniques to improve job search skills.
- Participate in mock interview training in preparation for professional interviews.
- Utilize printed and online resources for job search and networking.
- Identify employers that offer opportunities for internships or summer jobs.
- Conduct informational interviews with professionals in careers you are interested in pursuing.
- Expand your professional network resources with UTD professors, advisors and staff.
- Attend UTD [Career Expos](#) to explore companies, industries and career opportunities.
- Consider options for entry into graduate school or the workforce.
- Conduct more informational interviews.

Senior Year

- Create more than one version of your resume if necessary.
- Monitor updated job listings on a regular basis on [UTD CareerWorks](#) and other specific websites relating to your job search focus.

- Review and expand list of prospective employers.
- Attend Career Center [seminars](#).
- Participate in mock interview training.
- Prepare and/or review your resume, interview skills and professional dress.
- Join professional organizations in your field and attend career specific workshops.
- Attend UTD [Career Expos](#) and [other regional job fairs](#).
- Schedule interviews on and off campus.
- Evaluate job offers received and networking contacts.
- Report job offers and job acceptance to the Career Center by completing the [Graduate Survey](#) on our website.

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