



Master's Students Checklist for Job Seekers

Year One

Items to Consider:

- Do you have an advisor? If so, start talking with senior students and faculty members to see who might be a good fit for your academic interests and personal mentorship style.
- Do you have a timeline for the next two years that outlines your goals and deadlines?
- Have you familiarized yourself with your departments cycle of regular deadlines: research & travel grants, fellowships and grants, etc.?
- Have you done some self-reflection and research to identify potential areas of professional interest or career paths?
- Have you researched and applied for summer internships, volunteer positions, or job opportunities to expand and hone your skills?
- Have you visited the Career Center to identify transferable skills?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Do you have a draft of a resume that you are updating?
- Are you expanding your skills through a TAship, Research Assistantship, internship, volunteer work, and/or part-time employment while taking courses?
- If applicable, are you attending professional conferences?
- If applicable, are you taking on leadership roles relevant to your interests? A few examples on campus are the Graduate Student Association, the Graduate Student Commons, and serving on a low-impact departmental or campus committee.
- Have you considered participating in the Graduate Division's Graduate Student Leadership Certificate Program to build your leadership skills and network?
- If applicable, have you applied for research and travel grants?
- Do you have a LinkedIn account and are you updating it regularly?

- Have you been meeting and networking with graduate students and faculty in your department and around campus either informally or at department events?
- Have you been attending career workshop and job fairs?
- Have you been attending networking events on campus and through your own personal network (undergraduate alma maters, conferences, industry events, professional associations, etc.)?
- Have you been conducting informational interviews?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?

What else do you want to accomplish during your first year?

1. _____

2. _____

3. _____

Summer

Items to Consider:

- Do you have a timeline from now until the summer after graduation that outlines your job application deadlines and goals?
- Have you visited the Career Center?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Are you doing an internship, volunteer work, and/or job to develop and hone your skills?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Do you have a draft of a resume and are you updating it regularly?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been conducting informational interviews?
- Have you been networking through social and professional events (undergraduate alumnus, conferences, industry events, professional associations, etc.) to increase your list of contacts?
- Have you been building your list of contacts at companies or organizations you are interested in?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Have you practiced your interviewing skills?
- Have you prepared drafts of resumes, cover letters, and other relevant application materials?
- Have you shared these materials with trusted mentors, peers, or a Career Center coach for feedback?

What else do you want to accomplish during your summer?

1. _____

2. _____

3. _____

Year Two

Items to Consider:

- Have you started a calendar of when job applications are due?
- In addition to this calendar of job application deadlines, do you have a timeline of other deadlines and goals through the summer after graduation?
- Have you visited the Career Center?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you written and revised your application materials (resume, cover letters, other applicable materials)?
- Have you asked a trusted peer, mentor, or UCSC career counselor to look over your application materials?
- Have you started to research salaries in your field?
- Have you learned about negotiating a job offer?
- Have you told your network that you are actively job hunting?
- Have you utilized professional organizations contacts to identify job openings?
- Have you tailored your resume and cover letters to openings of interest?
- Have you attended career fairs either on campus or elsewhere?
- Have you continued to conduct informational interviews where and if necessary?
- Have you identified other areas of interest to pursue and apply for such as fellowships, apprenticeships, or other opportunities relevant to your field of interest?

What else do you want to accomplish during your final year of your Master's program?

1. _____

2. _____

3. _____
