



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 Teaching Assistantship, Research Assistantship, internships, 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 almas 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. _____
