

Career Action Plan

Senior Year

✓ Polish your resume, reference list, and cover letter.

✓ Prepare and submit graduate school applications.

✓ Prepare for and complete testing for graduate school.

✓ Continue building experience through an internship, part-time job, or volunteering.

Attend job fairs and participate in on-campus recruiting.

✓ Manage your job search. Keep records and follow up with employers.

✓ Report your job offers and acceptances to the Career Services staff.

✓ Continue to utilize LinkedIn to build a network with classmates, professors, alumni, etc.

✓ Participate in the UST Insights mentoring program.

✓ Meet with the Career Counselor as needed for assistance with your professional development.

✓ Go! Begin your job search! Start your job search 3-6 months before you graduate.

✓ Stay focused and ask for help as needed!

P: 713-525-3160

F: 713-525-3880

Career.Services@stthom.edu

www.CeltCareers.com



UNIVERSITY OF
ST. THOMAS

Mendenhall Achievement Center

@USTCareerServices

@celtcareerservices

@CeltCareers

Celt Career Connections

