**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?**

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**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 alma maters, 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?**

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**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?**

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