**Master’s Students Checklist for Job Seekers: 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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