



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?

1. _____

2. _____

3. _____
