



Office of Career Services  
Center for Experiential Learning & Career Success

TRINITY UNIVERSITY

## **The Student Guide to Career Planning**

1. **Discover your career interests and pathways;**
2. **Grow through career exposure, experience, knowledge and connections; and**
3. **Become ready to launch into your personalized career path**

### **DISCOVER** *Career Interest and Pathways (typically first years and sophomores)*

#### *Questions*

- What careers are you considering?
- Do you have ideas about what you want to do with your major?
- Have you visited Career Services?

#### *Action Items*

- Meet with a career advisor to identify skills, abilities, and personal values and relate interest to possible majors and careers
- Attend career programs: Lunch 'n Learns, Employer Information Sessions, Workshops, etc.
- Attend Making Connections during Winter break to meet alumni and gather career information
- Connect with alumni through faculty, Career Services, LinkedIn and TrinityConnect for career information
- Explore career-related, summer volunteer work, internships and part-time jobs
- Utilize Career Services walk-in hours to discuss drafting a resume

### **GROW** *through Exposure, Experience, Knowledge and Connections (typically sophomores and juniors)*

#### *Questions*

- Have you met any people in professions that interest you?
- Have you done an internship or research yet?
- What are your plans for the summer?
- Do you have a LinkedIn profile yet?

#### *Action Items*

- Talk with faculty in academic disciplines of interest
- Read about careers and industries of interest
- Attend panels, workshops, information sessions and seminars and conferences to gather information about careers
- Attend the following recommended career programs:
  - Lunch 'n Learns
  - Employer Information sessions
  - Interview for Success
  - Making Connections
  - Professional Dining Etiquette
  - Fall and Spring Career Fair
- Connect with alumni through faculty, Career Services, LinkedIn and TrinityConnect for career information
- Explore job shadow and informational interview opportunities with alumni and other professionals
- Establish a mentor relationship with a faculty member in an academic area of interest

- Join the student chapter of a national professional association or a student organization related to your career interests
- Update your résumé and have it reviewed by Career Services
- Create a LinkedIn and Hire-A-Tiger profile and upload your revised résumé to both
- Investigate summer internships or research experiences

**BECOME** *Ready to Launch into a Personalized Career Journey (typically seniors)*

*Questions*

- What are your plans after graduation?
- When will you start submitting applications or resumes?
- Have you visited Career Services?

*Action Items*

- Meet with career advisors to develop and implement job search goals and timeline
- Connect senior year capstone and course embedded projects to possible occupations
- Update your résumé on Hire-A-Tiger and apply to job postings
- Review employer organizations or graduate/professional school programs in relation to career interests
- Attend the following recommended career programs:
  - Interview for Success
  - Fall and Spring Career Fair
  - Community networking events
  - Conferences and seminars
  - Making Connections
- Update LinkedIn profile and review it with a career advisor to discuss effectiveness
- Attend on-campus recruiting activities
- Attend the Entering the Jungle senior event for final career and networking advice

Appointments: Monday – Friday, 8am – 4:30pm

Walk-In Hours: Monday – Friday, 1:30pm – 4:00pm



**Trinity University  
Career Services**



**TUCareer Services**



**Hireatiger.trinity.edu**

For additional information, please contact the Office of Career Services at:

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