

A Job Search Checklist for Liberal Arts Students

UWMC Student Services – Room 150

Your choice of a major can be overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on career exploration before you identify what you want to do. You can receive assistance for every of these steps through an advisor in Student Services.

Step 1: KNOW YOURSELF.

- I have identified my personal strengths, skills, interests, and values.
- I have researched occupational information found on campus
- I can name two or three careers/jobs I plan to investigate.
- I have conducted informational interviews with 2-3 individuals already working in careers/jobs I am interested in.
- I have job shadowed individuals in those careers/jobs I plan to pursue.
- I understand how the Associates of Arts and Science degree can be used within a Bachelors degree.

Step 2: KNOW WHAT YOU WANT TO PURSUE.

- I have researched the educational requirements for the program that I am interested in.
- I have researched typical starting salaries for the careers/jobs I plan to pursue.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified potential employers for the type of work I'm seeking.

Step 3: GET READY FOR THE SEARCH.

- I have prepared a portfolio that reflect my experiences and skills.
- I am reviewing my educational goals and am able to describe how they are relevant to my career interest(s).
- I can describe how my involvement in student organizations, volunteerism, sports and/or part-time work experiences has prepared me for the world of work.
- I have identified individuals that I may be able to use as professional references.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have a professional-sounding answering machine/voice mail message that is appropriate if an employer or a professor should call.
- I have a neutral/professional e-mail address to give to employers & professors.
- I have spoken to an academic advisor about the UWMC Internship program.

Step 4: START SEARCHING.

- I have developed a list of potential networking contacts and keep in touch with them.
- I send thank you letters or e-mails when job shadowing, interviewing or visiting.
- I have started the resume preparation process.
- I have spoken to a faculty member about my area of interest.
- I am participating in clubs and professional organizations in my area of interest.