



FRESHMAN CAREER PACKET

INCLUDES:

- ✓ Explore Your Career Path
- ✓ Useful Career Tools
- ✓ Find Your Experiences

CAREER CHECK-IN

1 I'm studying _____
and plan to graduate on ____/____

2 I chose this degree because I am passionate about: _____

3 I want to work in/for _____ to make an impact in _____

4 To set me up for success, I need to:

- Join a student organization in Minetracker
- Find an internship in Handshake
- Work on-campus or join a a research group in Handshake
- Attend career fairs
- Go to FREE professional development workshops

Thoughts:



EXPLORE YOUR CAREER PATH

In this section you will find valuable resources to help you identify and navigate your career path. Remember, finding your career path is a process that requires self-reflection, research, and sometimes trial and error. If you need support, meet with a Career Center Peer Career Advisor or staff member to learn about what professionals in your field of study are doing. Learn about entry-level job duties, educational requirements, and salary ranges for your major.



Start Career Exploration



<https://shorturl.at/oqFHI>



Freshman Career Readiness To-do List

Name: Paydirt Pete

Major:

- Complete **Handshake** profile
- Create/Update college **résumé**
- Receive **career advising**
- Attend professional development workshops
- Attend a career fair
- Apply to **internships**
- Practice interviewing strategies
- Visit the Career Closet - professional attire
- Take your professional headshot
- Create/Update LinkedIn profile
- Report your internship in Handshake

Homework Assignment Notes

- Update my résumé & email it to careers@utep.edu for review
- Remember to attend **Career EXPO** on Sept. 19 & 20 at the Don Haskins Center

MINING MAJORS



Whether you're still exploring your options or have a clear idea of the career path you want to pursue, we have compiled a collection of industry-specific information to help guide you in your journey with the Mining Majors documents.

Our aim is to provide you with the tools you need to succeed in your chosen degree.

1 VIEW INTERNSHIP OPPORTUNITIES FOR YOUR MAJOR



2 FIND STUDENT & PROFESSIONAL ORGANIZATIONS FOR YOUR MAJOR



3 SEEK JOBS RELATED TO YOUR MAJOR



4 VIEW ONLINE RESOURCES FOR YOUR MAJOR



5 DISCOVER CAREER PATHS YOU CAN HAVE WITH YOUR MAJOR



DISCOVER YOUR PATH TODAY!



<https://shorturl.at/mpS67>

PATHWAYS TO EXCEL

Follow the *Pathways to Excel* roadmap to enhance your résumé and improve your chances of getting into graduate school and becoming a strong candidate for employment opportunities.

E **Education:** One of the most important parts of learning to “excel” is your education. Get the most out of your college career by maintaining a high GPA, choosing relevant classes, developing skills sought by employers and becoming an engaged student.

List two ways you can be an engaged student



X **eXperience:** You can't have a well-rounded résumé without experience which can come from many different sources and activities, not just jobs.



Find your opportunity in Handshake



<https://utep.joinhandshake.com/login>

C **Community Involvement:** Volunteering provides a deeper sense of purpose and an understanding of commitment to your role as citizens. It also helps you become a well rounded candidate that excels. Look into different programs offered on and off-campus to see how you can start giving back.



Get involved with UTEP's Center for Community Engagement (The CUE)

<https://utep.givepulse.com>



Commit to ONE day of volunteering with UTEP's Project Move



<https://shorturl.at/kxFHZ>

E **Explore:** It's never too early to start exploring future opportunities. Schedule career advising with the University Career Center to establish personal and career goals.

Handshake

Make an appointment for **Career Advising**



<https://shorturl.at/BCHKU>

Develop professionally by attending:

- Career fairs
- Career development workshops
- Employer information sessions

L **Leadership:** Developing leadership experiences gets you a step closer to setting yourself apart from your peers. Research which student organizations or programs you can join to enhance your leadership skills.



Which student organization will you join?



<https://minetracker.utep.edu/organizations>

GET YOUR **EDGE** IN THE WORKFORCE!

Employers tell us the eight most valuable competencies they are looking for in today's workforce. Develop and enhance these areas during your time at UTEP to prepare yourself for the competition of the real-world workforce!

COMMUNICATION

CRITICAL THINKING

TEAMWORK

EQUITY & INCLUSION

CAREER & SELF-DEVELOPMENT

TECHNOLOGY

PROFESSIONALISM

LEADERSHIP

Develop While at UTEP

Gain the skills employers are looking for **OUTSIDE OF THE CLASSROOM** with the following:

- Capstone Projects, Coursework, Independent Work
- Class Projects
- Coursera Certifications
- Founding/Leading Student Orgs
- Internships/Co-Ops
- Managerial Positions
- Networking Conferences/Events
- Part/Full Time Jobs
- Project Lead Positions in Clubs/Organizations
- Student Employment
- Undergraduate Research
- Study Abroad
- Volunteering
- **AND MORE!**

UTEP RESOURCES:



& MORE!

DEMONSTRATE SKILLS IN YOUR RÉSUMÉ

Accomplishment Statement: are the bullet points in your experience sections that **PROVE YOUR VALUE** to employers!

FORMULA: VERB + ACTION + RESULTS

COMMUNICATION

Example: Presented research findings at a regional conference, receiving positive feedback from industry professionals and showed strong public speaking abilities

CRITICAL THINKING

Example: Analyzed and synthesized complex information from various sources to complete a research paper resulting in a grade of A

TEAMWORK

Example: Participated in group projects and presentations, resulting in improved performance evaluations from instructors and displayed strong teamwork skills

TECHNOLOGY

Example: Troubleshooted and resolved complex IT issues on a daily basis resulting in improved network reliability and efficiency, and demonstrated technical expertise

PROFESSIONALISM

Example: Completed multiple internships resulting in a job offer upon graduation showing strong professional work ethic

LEADERSHIP

Example: Organized and led a team of 15 members to plan and execute a charity event resulting in an increase in donations and showcased strong leadership skills

CAREER &

SELF-DEVELOPMENT

Example: Participated in a study abroad program and navigated the cultural and language barriers displaying the ability to adapt to new situations and think critically

**Information adapted from a survey conducted by the National Association of Colleges and Employers (NACE)

GATHER YOUR CAREER TOOLS

In this section, you will gather and prepare your career tools: Résumé and Elevator Pitch. Our team is ready to review your résumé! Walk in or schedule a résumé review via your Handshake account.



FRESHMEN RÉSUMÉ SAMPLE: UNIV 1301

For a review e-mail: careers@utep.edu

See more
documents here



Freshmina Miner

(915) 747-0000 | fminer@miners.utep.edu | [in/freshmina](#)

EDUCATION

Bachelor of _____ ([degree](#)) in _____ ([major](#)) Anticipated: 05/20XX
The University of Texas at El Paso (UTEP)

Honors & Activities

UTEP Excellence Scholarship, Fall 20XX; UNIV 1301 Community Service Pathway, Fall 20XX;
UTEP Army ROTC Cadet, Fall 20XX

Name of High School, City, State

Graduated: 05/20XX

Honors & Activities

Top 10% of Class, Academic Decathlon Gold Medal for Speech, April 20XX;
Science Fair Participant 20XX, 20XX and 20XX

EXPERIENCE

Facilities Assistant at Climbing Gym 09/20XX – Present
UTEP Student Recreation Center El Paso, TX

- Welcome approximately 100 students and guests entering facility on a daily basis, conduct tours for visitors, verify memberships and answer general facility and fitness program questions
- Instruct visitors on climbing gym safety protocol and provide coaching and guidance
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

Sales Associate 01/20XX – 08/20XX
Academy Sports & Outdoors El Paso, TX

- Assisted over 30 customers on a daily basis with finding their shoe size and other needs
- Managed up to \$500 in transactions and returns at the cash register
- Organized and stocked shoes and accessories using store database

RELEVANT ACTIVITIES

Basketball Team at _____ High School 07/20XX – 08/20XX
Co-Captain El Paso, TX

- Led a team of 20 players and helped creating game plans
- Coordinated fundraisers to help with travel expenses for out-of-town tournaments

Yearbook Committee at _____ High School 07/20XX – 08/20XX
Member El Paso, TX

- Assisted with design, layouts, and photography of a 100-page yearbook
- Managed and created social media content using InDesign to promote on Instagram
- Collaborated with three members and a school advisor on planning sessions and pre-production deadlines

SKILLS

- Fluent English, conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar with social media accounts media management (Instagram)

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/2023

ELEVATOR PITCH



What is an Elevator Pitch?

An elevator pitch is a “30-second commercial” about you. If you find yourself in a brief encounter with a potential employer, you might only have half a minute to deliver a clear, short pitch about yourself.

The goal is to peak their interest enough for a follow-up meeting or interview.

How do I Prepare?

- Write your pitch to include your name, major and field of interest
- Consider including a compelling "hook" or an intriguing fact that will engage the listener
- Incorporate one unique skillset or experience
- Practice your pitch to make it sound effortless, conversational, and natural
- Develop different versions of your pitch for different situations and audiences
- Maintain eye contact with your listener and watch for nonverbal clues to know when to end
- ALWAYS ask for a business card, LinkedIn connection or interview appointment at the end of your conversation
- During your speech avoid
 - Using sounding robotic or insincere
 - Using acronyms or jargon that your listener may not comprehend
 - Using rambling or getting off track from your practiced speech

TIP: Take advantage of campus networking opportunities. For example attend [information sessions](#), [job fairs](#), and national student organization conferences.

Scan for Career Center Event Calendar



ELEVATOR PITCH

Sample Templates

Sample 1

Hello, my name is _____. It's so nice to meet you! I'm a _____ at The University of Texas at El Paso majoring in _____. Along with my years of experience, I've taken time to focus on _____ by working with _____ to accomplish _____. I find the work at your organization to be _____. I'd love the opportunity to put my expertise to work for your organization. May I get your contact information to set up a quick call next week for us to talk about any upcoming opportunities on your team?

Sample 2

Hello, my name is _____. I'm studying _____ at The University of Texas at El Paso. I'm a member of the _____ and _____ both of which work towards _____. I hope to incorporate my _____ knowledge into a career that is dedicated to _____ and _____. I know that your company/organization is currently doing _____ and know I could be an asset in your company. Would you be willing to provide your contact information so that we could talk more about your company and any available positions in which my skills would be beneficial?



FIND YOUR EXPERIENCES

Welcome to the "Find Your Experiences" section for careers! Here, you will discover a wide range of experiences that can help you explore your interests, gain valuable skills, and make informed decisions about your future career path. We believe that experiential learning is essential in career development. It allows you to understand what a particular job entails, explore your passions, and develop skills that employers value. By engaging in these experiences, you can make informed decisions and shape your future career path.



Remember, finding the right career is a journey. It's okay to try different experiences, explore various industries, and experiment with different career paths.





2024 CAREER FAIRS

The University of Texas at El Paso Career Center offers a customized approach for employers seeking to hire UTEP students for professional, internship and part-time opportunities. We invite you to recruit talented students at our career fairs throughout the year. UTEP is America’s leading Hispanic-serving university, where 84% of our students are Hispanic. The University is also recognized as one of the nation’s top research universities by the Carnegie Foundation, as an R1 (very high research) university.

ENROLLMENT

24,351 students (Fall 2023)
94% minority, including 84% Hispanic
57% first-generation college students

DEGREES

5,327 degrees awarded (2022-23)
171 degree programs
75 bachelor’s, 71 master’s, 25 doctoral

SPRING

Spring Career Fair

Thursday, Feb. 1, 9 a.m. – 3 p.m.

Friday, Feb. 2, 9 a.m. – 2 p.m.

Engage with students eager to contribute to your organization’s success. This fair facilitates connections between the diverse range of academic disciplines available at UTEP.



FALL

Career EXPO

Thursday, Sept. 19, 9 a.m. – 3 p.m.

Friday, Sept. 20, 9 a.m. – 2 p.m.

Career EXPO is the largest university hiring event held in the U.S.- Mexico borderland. Identify diverse and outstanding candidates ready to make a meaningful impact on your organization through internship and full-time opportunities. This event kick-starts the fall college recruiting cycle.



UTEP Local Internship Fair

Thursday March. 28, 9 a.m. – 1 p.m.

This fair provides local employers the opportunity of meeting UTEP’s talent for their local and regional hiring needs.



Graduate and Professional Schools Fair

Tuesday, Oct. 1, 10 a.m. – 2 p.m.

Meet with students interested in attending graduate, medical and law school to share information about your programs, admission requirements and funding opportunities.



Dates and times are subject to change. Visit utep.edu/careers for updates.

RV 01/17/24

NETWORK AT

Career EXPO

NAME:

DATE:

PREPARATION CHECK-LIST

- Prepared a résumé
- Practiced an elevator pitch
- Conducted a company/ organization research

“—

Hello, my name is ***Paydirt Pete***. It's so nice to meet you! I'm a ***Freshman*** at The University of Texas at El Paso majoring in ***Criminal Justice***. ***I am eager to learn more and explore different areas of criminal justice such as law enforcement, corrections, crime prevention, and criminal research.*** I noticed that your organization offers ***volunteer and internship opportunities***. I'd love the opportunity to learn how to participate in these. May I get your contact information to discuss these programs or any other upcoming opportunities on your team?

CONNECTIONS

Name	Title/Organization	Contact Information	What are they looking for (Volunteers, Interns, Part-Time)?	Key factors about the organization

Career EXPO REFLECTION

FOLLOW-UP CHECK-LIST

- Continued networking (Connected on LinkedIn)
- Wrote a Thank You card/email
- Followed up with connection

“—
Dear XXX,

I recently connected with you at the UTEP Career EXPO on September XX, 2023. From our conversation, we discussed potential internship/informational interview/job opportunities.

Would you have a moment in the upcoming weeks to meet virtually to further our conversation?

Thank you for your time,

XXXX

REFLECTION QUESTIONS

◆ How did this event help you advance or refine your career goals/ What did you gain from participating (knowledge, skills, contacts, etc.)?

◆ What question(s) do you have after attending this event? Where can you get answers?

◆ What skills do you need to improve to become a stronger professional?

◆ What is your next step in your career development and what is the timeline?

JUMP-START YOUR CAREER WITH AN INTERNSHIP

What is an internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting.

NACE's Guide to Internships, www.naceweb.org/internships/. Accessed 22 June 2023.

Types of internships:

- Summer, Fall, or Spring
- Full-time or part-time
- In-person, virtual or hybrid
- Major or non-major related
- Paid or unpaid

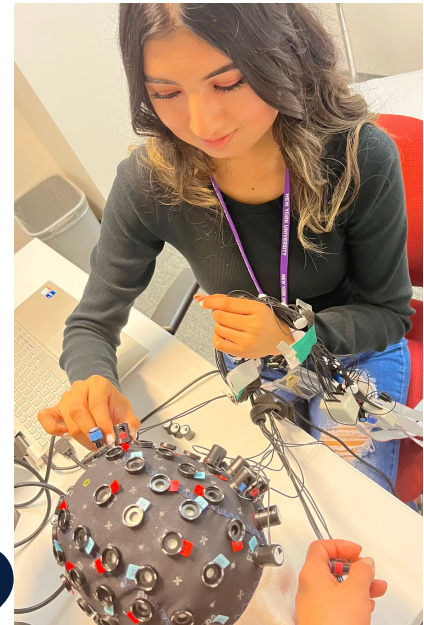
Things to consider

- What are your professional goals?
- Is your GPA below a 2.5?
- What is the time commitment?
- Are you open to internships outside the area?
- Do you have any visa restrictions?



Check out more resources at utep.edu/careersinternships

“This internship has allowed me to practice my public speaking skills, and time-management.. allowed for a various of networking opportunities and improved my critical thinking when it comes to making a final decision on a project. -Jizelle D.



Consult with your academic advisor to find out if your internship qualifies for **course credit**.

INTERNSHIP SEARCH WORKSHEET

Discover potential internships that align with your personal and professional goals

Explore the platforms below for a wealth of resources, including job postings, company reviews, and networking tools that can help you find internships that match your interests and goals.

- Handshake
- LinkedIn
- WayUp
- Glassdoor
- Indeed
- FindSpark
- Internjobs
- GoInGlobal
- USAjobs

Internship Experience 1

Job Title: _____
Organization Name: _____
Website/due date: _____
Qualifications: _____

Internship Experience 2

Job Title: _____
Organization Name: _____
Website/due date: _____
Qualifications: _____

Internship Experience 3

Job Title: _____
Organization Name: _____
Website/due date: _____
Qualifications: _____

Experience Assessment

Do I meet the basic requirements?

1. _____
2. _____
3. _____

How do my skills and experiences align with this internship opportunity?

1. _____
2. _____
3. _____

What about this experience interests me?

1. _____
2. _____
3. _____

How will this experience help me reach my career goals?

1. _____
2. _____
3. _____



REMEMBER TO REPORT YOUR INTERNSHIP IN HANDSHAKE!

The University Career Center may be able to add an internship notation to your transcript.

EXPLORE YOUR CAREER WITH INFORMATIONAL INTERVIEWS

What is an Informational Interview?

The informational interview is an opportunity to learn about a career which interests you by meeting or talking with someone who is working professionally or who has completed an internship in that field. Speaking with industry professionals provides a glimpse of the real-life experiences, challenges, and opportunities that exist in a particular profession.

Arranging an Informational Interview

- Brainstorm potential people to interview: Friends, parents, friends' parents, and parents' friends are potential sources of locating people who might be willing to participate in an informational interview with you.
- Use LinkedIn to find UTEP alumni to network with or to set up informational interviews. The Career Center staff can show you how to use LinkedIn.
- Prioritize your list based on areas of greatest interest to you and convenience of arrangements. Select two or three prospective professionals to interview. When you contact them, identify yourself as a UTEP student, state you are interested in learning about the career or internships they have chosen, and ask if they mind meeting or speaking with you for 20–30 minutes to discuss their career and answer some questions.
- See Informational Interview Request sample email (right).

Preparing for an Informational Interview

- Consider what you want to learn during the interview and select questions accordingly.
- Utilize Informational Interview Questions ([see back page](#)) to help you select your questions.
- If meeting in-person, dress for the job you are investigating and arrive 10–15 minutes early.
- If speaking over the phone, be sure to have good reception and are in a quiet place.
- Bring or email a copy of your résumé in case it is requested. However, **don't approach the interview as if you are looking for a job**—your purpose is to gather information.

Evaluation and Follow Up

- Evaluate your experience. What did you learn from it? Do you have new questions? Did the interview reinforce interest in this career? How does this career match for you? Talk with your Peer Career Advisor or Career Center Staff Member about it.
- Keep names, addresses, and telephone numbers of your contacts for future reference.
- Send a brief thank you note to each person you interviewed thanking them for their time.

Sample Email

From: Imminer@miners.utep.edu

To: xyz@company.com

Subject: Informational Interview Request

Dear Mr/Ms. XYZ,

Allow me to introduce myself. I am a UTEP Miner at The University of Texas at El Paso focusing on both creative writing and American studies, I found your name on LinkedIn via the alumni page and want to contact you about information pertaining to careers in writing and editing. Your experience would be insightful to me as I choose my own career.

Schedule permitting, I am hoping that I could conduct a brief informational interview with you during the week of February 20th to learn more about your career path. I would really appreciate any insight you could provide to me about careers in freelance writing.

I appreciate your consideration and look forward to speaking with you soon.

Sincerely,

**Ima Miner
The University of Texas at El Paso
The Prospector Undergraduate Assistant
imminer@miners.utep.edu**

RESOURCES



https://docs.google.com/spreadsheets/d/1uT25_hP_CSK8dl2h2hoPL7AUlgoOjn2VQJjCRAagv2SM/edit?usp=sharing

Tracking Your Connections

Keep track of your network and all your interactions by using this FREE Networking Tracker. Be sure to add dates for upcoming informational interviews and follow-up items.

Information Interview Sample Questions

Position Related Questions

- What is your job like?
- How does a typical day look like?
- What are the duties/functions/responsibilities?
- What kind of challenges do you deal with?
- What kind of decisions do you make?
- Why did you decide to work for this organization?
- What is the starting salary range for this position?
- What do you like most about this organization/position?
- What would you like to change about your position?
- What abilities or personal qualities do you believe contribute most to success in this job?
- Is the salary for this position competitive?

College Involvement Questions

- Does your work relate to any experiences or studies you had in college?
- How well did your college experience prepare you for this job?
- What courses have proved valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job in this field?
- Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What are the educational requirements for this job? What other types of credentials or licenses are required?
- What type of training do companies offer persons entering this field?
- Is graduate school recommended? Does the company encourage and pay for employees to pursue graduate degrees?

Industry, Field, or Career Path Questions

- What are the various jobs in this field or organization?
- How does your organization differ from its competitors?
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What were the keys to your career advancement?
- How did you get where you are and what are your long-range goals?
- If you could do things over again, would you choose the same path? Why? What would you change?
- How much travel and/or geographic relocation is required in your field?

Advice Questions

- What kind of experience, paid or unpaid, would you recommend for persons pursuing a career in this field?
- What special advice do you have for someone seeking to qualify for this type of position?
- Can you suggest other people I might be able to speak with who have similar career interests?
- Would you mind taking a look at my résumé and give me feedback?
- What professional associations or conferences do you recommend for me?
- What are the skills that are most important for a position in this field? How did you learn these skills? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- Why did this type of work interest you and how did you get started?
- How did you find your job?
- What part of this job do you personally find most satisfying? Most challenging?
- Does your organization offer full-time employment to interns following their internship?

YOUR NEXT STEPS

1. EXPLORING YOUR CAREER PATH

- Review the checklist
- Go over Mining Majors
- Complete the Pathways to ExCEL exercise
- Review the EDGE competencies and where you can gain them



2. GATHERING YOUR CAREER TOOLS

- Prepare a résumé
- Practice your elevator pitch



3. FINDING EXPERIENCES

- Attend Career EXPO or another career fair as a way of exploring opportunities
 - Check out the Career Fair calendar
- Complete the networking and reflection pieces
- Start looking for internships and other experiential learning opportunities
- Not sure where to start? Conduct an informational interview



The University Career Center staff is here to help you!
Meet the Team!