FRESHMAN CAREER PACKET

INCLUDES:

✓ Explore Your Career Path
✓ Useful Career Tools
✓ Find Your Experiences
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 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.
### Freshman Career Readiness To-do List

**Name:** Paydirt Pete  
**Major:**

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<tr>
<th>Task</th>
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<tr>
<td>Complete <strong>Handshake</strong> profile</td>
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<td>Create/Update college <strong>résumé</strong></td>
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<td>Receive <strong>career advising</strong></td>
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<td>Attend professional development workshops</td>
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<td>Attend a career fair</td>
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<td>Apply to <strong>internships</strong></td>
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<td>Practice interviewing strategies</td>
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<td>Visit the Career Closet - professional attire</td>
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<td>Take your professional headshot</td>
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<td>Create/Update LinkedIn profile</td>
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<tr>
<td>Report your internship in <strong>Handshake</strong></td>
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**Homework Assignment Notes**

- Update my résumé & email it to careers@utep.edu for review
- Remember to attend **Career EXPO** on Sept. 21 & 22 at the Don Haskins Center
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!
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?

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

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

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

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)

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

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.

Make an appointment for Career Advising

Develop professionally by attending:
- Career fairs
- Career development workshops
- Employer information sessions

Explore:
- Handshake
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:

- UNIVERSITY CAREER CENTER
- STUDENT ENGAGEMENT & LEADERSHIP CENTER
- COURI
- STUDY ABROAD
- CCE
- Handshake

& 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

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

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

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

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

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

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

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)**
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.
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 customer 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 with 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 Yearbook’s 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.

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<thead>
<tr>
<th>Job Description</th>
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<tr>
<td>1. Read and analyze the job description</td>
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<tr>
<td>2. Identify the required skills listed for the job</td>
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<tr>
<td>3. Match your experiences to the skills listed in the job description</td>
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Measurable Data

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

Action Words

Verbs that strongly promote your skills and accomplishments

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<tr>
<th>Critical Thinking/Problem Solving</th>
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<td>Connect</td>
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<td>Construct</td>
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<th>Professionalism/Work Ethic</th>
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<th>Career &amp; Self-Development (Confidence/Advocacy)</th>
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<th>Equity and Inclusion</th>
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<td>Educate</td>
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Updated: 08/2023
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
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?
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.
The University of Texas at El Paso Career Center offers students various mediums to conduct career exploration. One option you have is to attend one of the career fairs we host throughout the year. We host five fairs on a yearly basis so you will have the opportunity to learn about various occupations and schools and how they may be a good fit for your career preferences. By attending, you can find internships, part-time and full-time jobs, and learn about graduate professional programs. Join us for these events and network with employers.

**2023-2024 CAREER FAIRS**

**FALL 2023**

**Work @ UTEP Job Fair**
9:00 – 2:00 pm, Wednesday-Thursday, Sept. 6 - 7
Are you interested in growing your skills while working on-campus? Then this is the fair for you. Attend to learn about different on-campus student employment options. Discover exciting opportunities and make an impact by helping fellow Miners while you work.

**CAREER EXPO 2022**
9:00 – 3:00 pm, Thursday, Sept. 21
9:00 – 2:00 pm, Friday, Sept. 22
Attend the biggest career fair on campus to meet representatives and learn more about internships and professional jobs. Employers are looking for people like you and this is the perfect opportunity to network with them. You will have the opportunity to meet with local, regional and national employers by attending this event.

**GRADUATE & PROFESSIONAL SCHOOLS FAIR**
10:00 – 2:00 pm, Wednesday, Oct. 4
Meet with university representatives to discuss your graduate school possibilities. This is a great opportunity to learn about admission requirements and funding opportunities. If you are considering Medical, Law or Graduate School, this is the fair for you.

**SPRING 2024**

**SPRING CAREER FAIR**
9:00 – 2:00 pm, Thursday-Friday, Feb. 1-2
Network with employers to learn about internships and full-time job opportunities. You are encouraged to attend to explore career opportunities in your field by attending this 2-day event.

**INTERNSHIP & PART-TIME JOB FAIR**
9:00 – 1:00 pm, Thursday Mar. 28
Come speak with local employers and learn about part-time and internship opportunities. Still undecided as to where you will go this summer for an internship? Explore your options by attending this event, remember there are opportunities for all majors and experience to gain.

**Dates and times are subject to change. Visit the website for updates.**
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?
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?

FOLLOW-UP CHECK-LIST

☐ Continued networking (Connected on LinkedIn)

☐ Wrote a Thank You card/email

☐ Followed up with connection
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.


### 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?

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

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.
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 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.

**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 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.**

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**Sample Email**

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:imminer@miners.utep.edu">imminer@miners.utep.edu</a></th>
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<tbody>
<tr>
<td>To:</td>
<td><a href="mailto:xyz@company.com">xyz@company.com</a></td>
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<tr>
<td>Subject:</td>
<td>Informational Interview Request</td>
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**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
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?

**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?

**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?

**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.
NEXT STEPS

1. Exploring Your Career Path
   a. Review the checklist
   b. Go over Mining Majors
   c. Complete the Pathways to ExCEL exercise
   d. Review the EDGE competencies and where you can gain them

2. Gathering Your Career Tools
   a. Prepare a résumé
   b. Practice your elevator pitch

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

The University Career Center staff is here to help you!