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.

Start Career Exploration

https://shorturl.at/ogFHI
**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

*UTEP UNIVERSITY CAREER 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.

**DISCOVER YOUR PATH TODAY!**

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

[https://shorturl.at/mpS67](https://shorturl.at/mpS67)
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.

**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

**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

**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?
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!**

**UTEPI RESOURCES:**

- University Career Center
- Student Engagement & Leadership Center
- CENIT (Centro de Innovación e Investigación Tecnológica)
- CEE (Centro de Estudios Externos)
- Study Abroad
- 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*

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Example: Presented research findings at a regional conference, receiving positive feedback from industry professionals and showed strong public speaking abilities.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Example: Analyzed and synthesized complex information from various sources to complete a research paper resulting in a grade of A.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Example: Participated in group projects and presentations, resulting in improved performance evaluations from instructors and displayed strong teamwork skills.</td>
</tr>
<tr>
<td>Technology</td>
<td>Example: Troubleshooted and resolved complex IT issues on a daily basis resulting in improved network reliability and efficiency, and demonstrated technical expertise.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Example: Completed multiple internships resulting in a job offer upon graduation showing strong professional work ethic.</td>
</tr>
<tr>
<td>Leadership</td>
<td>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.</td>
</tr>
<tr>
<td>Career &amp; Self-Development</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
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.

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Measurable Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read and analyze the job description</td>
<td></td>
</tr>
<tr>
<td>2. Identify the required skills listed for the job</td>
<td></td>
</tr>
<tr>
<td>3. Match your experiences to the skills listed in the job description</td>
<td></td>
</tr>
<tr>
<td>Quantify when possible using: numbers, percentages, dollar amount(s), or time frames</td>
<td></td>
</tr>
</tbody>
</table>

**Action Words**

Verbs that strongly promote your skills and accomplishments

**Critical Thinking/Problem Solving**

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

**Communication (Oral/Written)**

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

**Teamwork/Collaboration**

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

**Technology**

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

**Leadership**

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

**Professionalism/Work Ethic**

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

**Career & Self-Development (Confidence/Advocacy)**

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

**Equity and Inclusion**

- Celebrate
- Communicate
- Discuss
- Educate
- Engage
- Identify
- Interact
- Understand
- Empower
- Validate
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 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 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

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**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.

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.

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**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.

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.

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

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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.

What is an internship?

JUMP-START YOUR CAREER WITH AN INTERNSHIP

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

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

<table>
<thead>
<tr>
<th>Internship Experience 1</th>
<th>Experience Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Do I meet the basic requirements?</td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
<td>1.</td>
</tr>
<tr>
<td><strong>Website/due date:</strong></td>
<td>2.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Experience 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>How do my skills and experiences align with this internship opportunity?</td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
<td>1.</td>
</tr>
<tr>
<td><strong>Website/due date:</strong></td>
<td>2.</td>
</tr>
<tr>
<td><strong>Qualifications:</strong></td>
<td>3.</td>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Internship Experience 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>What about this experience interests me?</td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
<td>1.</td>
</tr>
<tr>
<td><strong>Website/due date:</strong></td>
<td>2.</td>
</tr>
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<td><strong>Qualifications:</strong></td>
<td>3.</td>
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</table>

**REMEMBER TO REPORT YOUR INTERNSHIP IN HANDSHAKE!**

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

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?

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.

https://docs.google.com/spreadsheets/d/1uT25_hPCSK6d2h2hoPL7AU1ojQIn2VQ/UCRaay2SM/edit?usp=sharing

With information from University of Iowa
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!