

CMLL Career Development Checklist

Use this link to identify University Career Center (UCC) resources available to all students and alumni,
<https://www.depts.ttu.edu/careercenter/careerexploration/index.php>.

This checklist was developed through a partnership with the CMLL Global Readiness Through Language and Culture (GRLC) initiative and the University Career Center. It is your guide to best practices for the job search process and the activities within each category do not need to be done in order. Use the checklist to stay on track with your career or further educational goals as you work toward graduation.

ONGOING ACTIVITIES

- Utilize the Career Center resources to find a part-time job (on- or off-campus).
- Attend [webinars](#) presented by the Career Center appropriate to your goals and career development.
- Attend UCC career fairs and events such as the Etiquette Dinner and Mocktail Party.
- Get involved in student organizations.
- Gain volunteer experience.
- Periodically check social media accounts and the internet for comments or photos that could harm your career.
- Note that internet information is cached and can be found even after it is removed.
- Be aware that many employers will require a drug test.

FIRST YEAR & SOPHOMORE YEAR

- Create your account on [Hire Red Raiders](#), our online job board.
- Take the [FOCUS](#) or Strong Interest Inventory career assessment (contact University Career Services for access).
- Explore careers with a language degree on the [What Can I Do With This Major?](#) via the [Career Exploration](#) page.
- Meet with Career Center counselors and/or attend the UCC Career Exploration Day to research occupations.
- Declare your LACU major or minor (or double major or minor).

JUNIOR & SENIOR YEARS

- Schedule a meeting with a career counselor to have your resume critiqued and discuss job search strategies.
- Review the transferrable skills you are gaining via the study of language and culture {[Link to skills document](#)}
- Begin applying for internships or full-time positions using UCC resources such as [Hire Red Raiders](#), [CareerShift](#), [Candid Career](#), and [Vault](#).
- Select 3 to 5 professionals and request permission to use them as references for job applications. If your goal is higher education, select several professors and ask for letters of recommendation.
- Participate in different types of mock interviews with a UCC career counselor.
- Research employers, attend conferences, and expand your network through informational interviews.
- Update your resume regularly and keep the most updated version on [Hire Red Raiders](#) and [LinkedIn](#).
- Order a free credit report from Equifax, Experian, or TransUnion and address credit status and issues.
- Use a professional outgoing voicemail message for phone calls. Use either your TTU email or a professional email address for employer correspondence and the job search.

GRADUATE STUDENTS

- MA and PhD students gain transferable skills through their studies and should meet with a Career Center advisor to identify them and discuss how to use them on the academic and non-academic job market. Begin by exploring the [transferrable skills and resume writing tips available on the MLA website](#).
- Additional resources are available on the [MLA Career Resources page](#).