

Your Four-Year Plan



Your job search is more than creating a resume, applying for a job, interviewing, and shapow! a magic job appears. You have to be very intentional in the management of your career, starting during your freshman year.

Freshman Year

- Get involved! Student organizations can offer you leadership roles in the future
- Volunteer! Community engagement is a great way to build your resume
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Create your HireRawls account, LinkedIn profile, and an About.me page
- Clean up and manage what content you put on your social media accounts
- Attend the "Be #RawlsReady" workshop to learn what the CMC offers
- Attend a resume workshop and create your first resume
- Talk to the CMC's Certified Career Coach about your career options within your intended major
- Discover your talents for academic, personal, and career success by taking the StrengthsQuests assessment (offered by the University Career Center, Wiggins Complex)

Junior Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Add to your interviewing outfit. Err on the conservative side
- Develop an employer prospect list
- Complete an internship; see page 20 for the importance of an internship
- Consider graduate school and get information on entrance examinations

"By failing to prepare, you are preparing to fail."
– Benjamin Franklin

Sophomore Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
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- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Purchase an interviewing outfit; see page 26 for a guide
- Talk to the CMC's Certified Career Coach about your career options within your intended major
- Identify the types of jobs you are interested in on HireRawls. Pay close attention to the skills the job description asks for. How will you acquire those skills before graduation?
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Identify internship opportunities; if possible, complete one after your sophomore year
- Complete an Externship; stop by the CMC for more information

Senior Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
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- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Review your cover letter and have it critiqued by CMC staff members.
- Revise your employer prospect list
- Research companies for interviews
- Follow up on all applications and keep records on the status of each
- If applicable, take graduate school entrance exam. Remember, your scores are good for 5 years.
- Go on interviews (remember to write thank-you notes), evaluate offers, and accept your first professional job!
- Remember, the CMC is here for you as an alumni too!

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TEXAS TECH UNIVERSITY
Rawls College of Business

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