











# **College to Career Plan**

# **Every Year**

- Make an appointment to talk with a career consultant.
- Check the Lockheed Martin Career Development Center's website for a calendar of dates and times of career development workshops, seminars, job fairs, and company information sessions.
- Update your résumé and have it critiqued and proofread.
- Join professional associations and become an active member to build a network of colleagues in your field. Find a student version of your professional association and take leadership roles.

## **Explore**

- Activate your <u>Handshake</u> account with your uta.edu email and password customize your account by adding information about you and uploading your resume.
- Go through <u>Handshake</u> and familiarize yourself with all that it has to offer how to make appointments, events our office organizes, job and internships, etc.
- Familiarize yourself with the Lockheed Martin Career Development Center homepage a good source of tips, articles, and resources to help with your major and job search.
- Get <u>FOCUS 2</u> access code to begin assessments take the assessments to begin identifying your VIPS (Values, Interests, Personality, Skills). You can find out how to login here.

#### **Engage**

- Schedule an appointment with a career consultant to bring yourself up to date on what's needed in your career file.
- Explore the career options available to you through your major. Research various occupations at the <u>U.S. Bureau of Labor and Statistics</u>, and other online resources.
- Attend on-campus job fairs and employer information sessions related to your interests. Keep up with events through <u>Handshake</u> to see when employers are on campus.
- Identify organizations and associations in your interest areas for shadowing opportunities and informational interviews.
- Attend various professional and academic events to network and create connections.
- Create a LinkedIn account to begin building an online professional presence for networking.

#### **Experience**

- Review your participation in a co-op program or internship with a career consultant to practice articulating your experiences to employers.
- Participate in interviewing, cover-letter writing, and other workshops and appointment types.
- Take leadership positions in clubs and organizations.
- Start building your professional wardrobe.













### **Embark**

- Stay up to date with the Lockheed Martin Career Development Center's calendar (link to Career Center Events page) and apply for on-campus interview opportunities.
- Gather information on realistic salary expectations. The Lockheed Martin Career Development Center will be able to help locate resources.
- If you are planning to go to graduate school, take graduate school entrance exams and complete applications.
- Follow up on all applications and keep a record of the status of each.