

Career Planning Roadmap for Master's Students

	Early Stage	Late Stage
Plan for Success	<p>Create SMART goals that outline actionable steps to reach milestones in your degree and career plans by a desired date</p> <p>Draft a CV or résumé and have it reviewed by a Career Consultant during drop-in hours</p> <p>Create a professional journal that tracks all that you have done (research, teaching, volunteer, internships, etc.), when you did them, skills gained, and quantifiable accomplishments</p> <p>Familiarize yourself with deadlines for summer internships, and graduate school applications</p> <p>Discuss changes and updates to your goals as needed with relevant mentors</p>	<p>Finalize career direction(s) and tailor your CV or resume to those specific roles</p> <p>Use a job application tracker template to keep track of deadlines and follow-ups to your submitted applications.</p> <p>Evaluate and decide the quality and cost of supporting the life you want to live to determine what jobs you want to target</p> <p>Learn about negotiating job offers, what to expect in a benefits offer package</p> <p>Find potential recommendation letter writers and/or references and keep them updated on your progress</p>
Gain Experience and Transferable Skills	<p>Attend career panels available within your school and throughout the university</p> <p>Attend any career and professional development workshops offered through the Career Center, Office of the Provost, or within your school</p> <p>Activate and complete your Handshake account</p> <p>Schedule an introductory meeting with a Career Consultant through Handshake</p>	<p>Visit the Career Center for interview practice and review your application materials</p> <p>Research and apply for summer internships, jobs, and/or volunteer work to explore and hone your transferable skills</p> <p>Continue building communication skills by giving talks at conferences, and exploring avenues for sharing your work e.g. online articles, blogs, LinkedIn posts</p>

	<p>Learn about the Career Center's available services (mock interviews, resume reviews, job boards, etc.)</p> <p>If possible, do an internship, co-op, volunteer, or part-time job to expand your network and skills. You can start by visiting your department's resources</p> <p>Take skill building courses through LinkedIn Learning (free access through Pitt)</p>	
Build your Network	<p>Find an faculty mentor who can connect you to other faculty or staff members who have research or professional roles that interest you</p> <p>Evaluate your support network by completing the Graduate Student's Guide to Building and Evaluating Your Network</p> <p>Keep in touch with previous contacts from your previous institutions or jobs</p> <p>Create a LinkedIn Profile and/or professional website</p> <p>Conduct informational interviews or find a mentor with current and former Pitt students with similar career goals through Pitt Commons</p> <p>Join professional organizations and attend their conferences to expand your network</p>	<p>Communicate your intended job goals with mentors and your network</p> <p>Join mailing lists and check job boards hosted by professional groups in your field of interest</p> <p>Attend Career Fairs and scope out employers hiring those with graduate degrees by reviewing the list of employers online</p> <p>Follow the Pitt Alumni Association on LinkedIn, and keep in touch with career services offered for alumni by utilizing Career Central and the Pitt Alumni Career Network webpages.</p>