

FOUR YEAR PLAN

Building your career

Building a career in today's job market can be challenging—but you don't have to do it alone. As a Texas A&M-*Texarkana* student or alumni, you have access to tools, resources, and a dedicated team to help make your career goals a reality. Our Career Development office is here to help you find employment, hone your resume/cover letter, and develop your interview skills.

Don't wait until graduation—start your professional journey early by following Career Development's four-year plan for success. Throughout each phase of your undergraduate education, Career Development will take steps with you to help you identify your strengths, explore your opportunities, and help you achieve your career goals.

FRESHMAN YEAR – DISCOVER

- Create your Hire an Eagle powered by Handshake account, A&M-*Texarkana*'s online job database
- Take the TypeFocus7 Career Assessment to learn how your personality, interest, skills, and values influence career satisfaction
- Create your Freshman Resume and strive to update it throughout your educational journey
- Participate in events on campus, including Career Fairs, Etiquette Meals, and Employer Spotlights
- Meet with your Faculty and Academic Advisor to discuss how your major will lead to your desired career
- Consider an on-campus or local part-time job, preferably within your major, by using your Hire an Eagle account
- Read the emails from Career Development
- Join on campus groups (ex. Pre-Health or Student Government Association)

SOPHOMORE YEAR – GET INVOLVED

- Update your resume and your Hire an Eagle account
- Expand your network by continuing to attend our events, including Career Fairs, Etiquette Meals, and Employer Spotlights
- Talk with faculty, career coaches, and academic advisors about career options available through your major
- Explore study abroad opportunities through International Studies Office

JUNIOR YEAR – EXPERIENCE

- Search for internships or part-time jobs in your field using Hire an Eagle powered by Handshake
- Schedule an appointment with Career Development to talk about your career goals and plan a job search strategy
- Hone your professional documents (resume, cover letter)
- Practice your interview skills to build your confidence
- Look into joining professional organizations
- Attend Career Development's events to talk with recruiters about available internship and career opportunities

SENIOR YEAR – TRANSITION

- Search for professional opportunities through Hire an Eagle, LinkedIn, Indeed, industry specific sites, and other online job sites
- Google yourself to ensure a professional online presence
- Determine your professional employment references for job applications
- Continue to grow your network of professional contacts by utilizing LinkedIn
- Make sure to apply to graduate schools before their application deadlines
- Attend Career Development's Fall and Spring events, including Career Fairs, Etiquette Meals, Networking Mixers, and Employer Spotlights



HIRE AN EAGLE POWERED BY HANDSHAKE

Hire an Eagle is our online job and internship database. Use it to find on-campus student jobs, part-time and full-time jobs, and internships. It can also be handy to view upcoming events and career fairs that Career Development is hosting.



CAREER ASSESSMENTS

The starting point in the career development process is identifying your skills, values, interests, and personality to determine what types of careers are a good fit. We offer the TypeFocus7 career assessment that will help you discover ideal careers based on your personality, interests, skills, and values. After completing, schedule an appointment on Hire an Eagle with a Career Coach to create a roadmap for your future success.



INTERNSHIPS

Having an internship gives you experience in the career field you want to pursue. Not only does this give you an edge over other candidates when applying for jobs, it also prepares you for what to expect in your field and increases confidence in your work. Professional Document Reviews



RESUME

Resumes and cover letters are critical to gaining an interview. Ensure your documents highlight and summarize your education, experience, skills, and accomplishments.



JOB SEARCH ASSISTANCE

Schedule an appointment with a Career Coach to gain knowledge that will help you find your ideal internship and/or professional job.



INTERVIEW PREPARATION

A successful interview will greatly increase your odds of receiving a job offer. Learn more about the kinds of questions that may be asked and how to answer to them.



ON CAMPUS EMPLOYERS

Throughout the semester, Career Development will host employers on-campus. Be sure to check out our events like Career Fairs, Employer Spotlights, Networking Mixers, Career Workshops, and more!



EAGLE CAREER CLOSET

The Eagle Career Closet provides a way for Texas A&M-Texarkana students to access FREE professional attire appropriate for career fairs, interviews, and the workplace. Inventory includes suits, blazers, skirts, button-down shirts, and more. Our goal is to help you (our students) look your best throughout your job search so you can make a positive impression as you enter the professional world!



PRESENTATIONS

We can create a customized presentation for your student group. Some possible topics of discussion are: Resume Creation, Interview Preparation, Choosing a Major, Navigating Hire an Eagle, Navigating LinkedIn, Career Fair Success, Workplace Etiquette, and Graduate School Applications