Acquaint yourself with faculty, staff, library, resources and events, computer labs and who is who, who can help you.

Learn to use the Internet to research your major, resume writing, job search strategies, interviewing, auditioning, portfolios, career information and company information. Use the Career Services website (www.uarts.edu/careerservices) as a starting point.

Open an account in UArtsCareers, our online job listing system at www.uartscareers.com. Review current listings at least weekly to see what types of opportunities exist in your field.

Start to work on developing your resume and portfolio.

Attend the annual Part-Time Job Fair (in the early Fall) and OppFest Job Fair (in late Spring), as well as other career-related events. These are great opportunities to network with arts professionals and alumni.

Join a club or a student chapter of an association related to your major and get involved in the community by doing career-related volunteer work.

Attend visiting artist lectures and performances.

Begin documenting your new skills, likes and dislikes, personality styles, behavioral style, work preferences in a journal.

Collect and read the various “Helpful Handouts” on career topics, developed by the Career Services Office and available to pick up in our office or online at www.uarts.edu/careerservices.

If you are seeking part-time, freelance or summer jobs, search the listings in UArtsCareers and other resources, and schedule an appointment with Career Services to discuss potential opportunities (www.uarts.edu/careerappointment).

Visit Career Services to talk about your career concerns and to begin planning for your future.

Continue to update and revise your resume and portfolio as your experience and skills increase.

Review student job listings in UArtsCareers for freelance or part-time positions related to your field to build your resume and portfolio.

Begin to enter competitions, exhibitions and shows geared towards students.

Attend visiting artist lectures and performances and other programs.

Attend events and job fairs sponsored by Career Services, as well as those taking place in the local community.

If considering further education, research graduate school programs and look into GRE testing.

Continue to explore the web for arts and career-related resources.

If you are seeking part-time, freelance or summer jobs, search the listings in UArtsCareers and other resources, and schedule an appointment with Career Services to discuss potential opportunities.

Schedule a meeting with Career Services to discuss career goals and possible internships for Junior Year.

Research and explore possible internship opportunities.

Learn about and practice writing cover letters.

Visit Career Services to discuss any questions and concerns about your career strategies.
### Junior Year

- Begin to formally build and document your portfolio; obtain feedback from faculty and professionals.
- If considering further education, use the Internet to further research graduate programs.
- Apply for internship opportunities and register to earn academic credit for the experience.
- Complete an internship within your discipline; develop job skills and gain hands-on experience in your field.
- Look through current job listings for information on salaries/wages, job descriptions and company profiles.
- Consider student membership in appropriate professional organizations.
- Conduct information interviews with people in your field in order to gain valuable insight and advice as well as to build your professional network.
- Evaluate your social media profiles (Facebook, LinkedIn, Twitter, Instagram, etc.) to ensure they represent you in a positive, professional light.
- Continue to enter exhibitions, competitions and shows and do career-related freelance work to build resume and portfolio.
- Attend visiting artists’ lectures and performances and career-related special events and job fairs.
- Participate in local arts community events and do volunteer work to network, enhance your skills and gain experience.
- If you are seeking part-time, freelance or summer jobs, search the listings in *UArtsCareers* and other online resources, and schedule an appointment with Career Services to discuss potential opportunities.
- Visit Career Services to discuss any questions and concerns about your career strategies.

### Senior Year

- Continue to fine-tune your resume and portfolio though freelance, contract, part-time work, shows and competitions.
- Establish your own website to promote yourself professionally. Set up a professional email address.
- Continue to look regularly at job listings in *UArtsCareers* and other resources.
- Have your resume reviewed by Career Services.
- Have your portfolio reviewed, or seek feedback on your self-promotional materials, by various professionals in your field.
- Continue to participate in the arts community through volunteer work, competitions and shows.
- Complete an internship in your field.
- Enroll in a course on the business of the arts.
- If pursuing graduate school, prepare applications in early fall, request references from faculty, and submit applications by the deadlines.
- Develop your job search strategies and implement the strategies in early spring.
- Continue to search the listings in *UArtsCareers* as well as other resources and apply for opportunities of interest.
- Obtain letters of recommendation from faculty, employers and staff.
- Attend visiting artist programs and performances, job fairs, and portfolio reviews for opportunities to network.
- Go on job interviews and auditions.
- Update your address with the Registrar and Alumni Relations offices before you graduate.
- Upon graduation, keep in touch with UArts by becoming a member of the UArts Alumni Association.
- Continue to visit or contact Career Services, as needed, for free career assistance.