



UIW career services

HOW CAN WE HELP YOU?

- Resume Review
- Cover Letter Review
- Mock Interview
- Career Assessment
- Job Search
- Career Counseling
- Career Fairs
- Professional Development Workshops
- Career/Major Exploration

WHAT IS **handshake**?

Handshake is a recruiting platform connecting UIW students to top tier companies.

HERE YOU WILL BE ABLE TO...

- Search and apply for part-time or full-time Jobs.
- Search and apply for internships.
- Connect with employers, students and alumni.
- Register for Career Services events.
- Schedule appointments with career advisors.

FOLLOW US AND STAY UP TO DATE ON NEW EVENTS



@uiwcareers



UIW Office of Career Services



@UIWCareerSvcs

LOCATION & CONTACT INFO

STUDENT ENGAGEMENT CENTER
SUITE 3030

CALL US TODAY TO SET UP AN APPOINTMENT!

MY.UIW.EDU/CAREER

CAREERS@UIWTX.EDU
(210) 829-3931

Career Services & Professional Development

Career Services is here to help your student plan and prepare for a meaningful and productive life during and after college.

Career planning helps students see the value of:

- Coursework & other academic experiences
- Co-curricular activities (student organizations, clubs, etc.)
- Internships (academic internships and other supervised career-related experiences, volunteering)
- Employment while in College

*The Office of Career Services has partnered with various offices across campus to create an initiative to help students create and enhance their **4-Year Career Development Plan**. Our office offers programs and services for students in each classification to foster self-awareness, encourage major and career exploration, and provide the proper resources to increase student employability and Cardinal Career readiness!*

Office of Career Services

University of the Incarnate Word

Student Engagement Center, Suite 3030 (3rd floor)

(210) 829-3931

careerservices@uiwtx.edu



app.joinhandshake.com/login

**LOG IN
TODAY!**

Four Year Career Plan

Discover (First Year)

- Complete the Focus2Career Assessment to understand how your skills, interests, and values relate to careers (<https://www.focus2career.com> PASSWORD: cardinal)
- Meet with a career counselor about possible career interest areas related to your major (careers@uiwtx.edu)
- Start to define a strategy for reaching your career goals
- Conduct an informational interview with a professional, faculty member, or mentor to learn the realities of your intended career
- Activate and complete your Handshake account (<https://uiw.joinhandshake.com>)
- Create a resume with a Career Advisor
- View internships posted in Handshake, identify job titles of potential interest
- Consider career-related experience through an externship, internship, co-op, research or volunteer
- Identify potential mentor to help you be successful in your professional development

Develop (Second Year)

- Update your resume and Handshake account with experiences from summer
- Create cover letter with Career Advisor
- Practice your interview skills with a Career Advisor
- Join a student organization that is related to your major or intended career – consider a leadership position in these organizations
- Create your LinkedIn account – meet with Career Advisor to learn strategies to develop your personal brand
- Meet with Career Advisor to solidify your internship search strategy
- Attend Career Services events and Career Fairs to learn about current and new semester opportunities

Experience (Third Year)

- Update your resume and Handshake account with experiences from summer
- Decide if graduate or professional school is necessary to reach your career goals, if so work with a Career Advisor to start planning (Fall)
- Conduct research to determine the types of entry-level positions for which you might qualify
- Meet with Career Advisor to solidify your career search strategy (Spring)
- Learn appropriate attire for recruitment events. Attend Career Services' Suit Up Night to purchase business professional suit and accessories
- Fine tune your interview skills by attending Career Fair Week one-on-one Mock Interview sessions
- Complete at least one internship or co-op to gain experience and build your resume
- Develop professional network via LinkedIn, student, or professional organizations

Implement (Fourth Year)

- Update your resume and Handshake account with experiences from summer
- Fine tune your cover letter and resume with a Career Advisor
- Schedule a mock interview to prepare for full-time job or graduate/professional school interviews
- Meet with Career Advisor to identify full-time job opportunities and finalize your job search plan
- Identify professionals willing to serve as references and write letters of recommendation
- Make necessary changes to Handshake profile (2) months prior to graduation