

The Career Development Office is here to help with all your career-related needs during your time at the School of Information. Whether it is help applying for full-time jobs, part-time positions, internships, or identifying capstone opportunities, we are here to support you and help you navigate your career journey. We offer:

- **Individual Career Advising:** Face-to-face appointments are available throughout the year to discuss career-related topics such as: job seeking strategies, resume/cover letter reviews, interview skills, mock interviews, salary negotiations, networking opportunities, and so on...

*To make an appointment: please visit <https://ischoolcareer.youcanbook.me>*

- **iCareers:** Students can search for jobs, internships, capstones, and experiential opportunities. Students can also connect with employers and alumni, sign up for events and access resources including career handouts and workshop presentations. Go to: <https://ischool-utexas-csm.symplicity.com/students>
- **Weekly Careers Newsletter:** New students will automatically be enrolled into receiving our weekly career newsletters in which we share upcoming events and exciting opportunities.
- **Workshops:** We offer a variety of career skills workshops focusing on topics such as resumes, cover letters, career fair preparation, networking, interviewing, negotiating salaries, and leveraging your LinkedIn. All workshop presentations are readily available in the Resource Library located in iCareers.
- **Employer Events:** In partnership with employers, we host various information sessions, presentations, and other networking and informational opportunities events such as career panels. See upcoming events and sign up through iCareers.
- **Capstone Project Support:** Whilst finding a Professional Experience Project (PEP) is the responsibility of students, we will support you. Each fall we host a Capstone Coffee Break to give students and potential project supervisors the opportunity to meet and we actively post capstone opportunities in iCareers.
- **UT Libraries Mentor Program:** In partnership with the UT Libraries we offer a mentoring program each fall and spring – look out for application information two weeks before semester starts or contact us for more information.
- **Interview Room (UTA 5.340):** Our interview room on the fifth floor is set up for students to use for virtual and telephone interviews. We have a whiteboard on the wall and the room is also stocked with helpful books focused on career planning and job seeking strategies. Contact us to book it!

CAREER DEVELOPMENT OFFICE | SCHOOL OF INFORMATION | UNIVERSITY OF TEXAS AT AUSTIN

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