



CAREER TIPS FOR GRADUATE STUDENTS

Career Exploration: Explore career paths that align with your interests, skills, values, and goals.

Resources

- Career Advising Appointments
- Graduate Student Career Resources Blackboard Site
- W&M Industry Blackboard Sites
- O*NET

Next Steps

- ☐ Research careers of interest
 - ☐ Identify skills employers seek
 - ☐ Conduct informational interviews
-

Networking: Build relationships that can provide career insights, advice, and opportunities.

Resources

- LinkedIn and W&M One Network
- Career Fairs and Employer Events
- Professional Associations

Next Steps

- ☐ Update your LinkedIn and W&M One Network profiles
 - ☐ Attend networking events and connect with alumni & professionals in your field
-

Job Application Materials: Create targeted documents that showcase your experiences and skills.

Resources

- CV & Resume Reviews
- Cover Letter Assistance

Next Steps

- ☐ Tailor your resume and cover letter for each opportunity
 - ☐ Have materials reviewed before applying
-

Job Search: Use a strategic approach to identify and apply for opportunities.

Resources

- TribeCareers & LinkedIn Jobs
- Industry-Specific Job Boards & Blackboard Sites

Next Steps

- ☐ Set weekly application goals & track applications and deadlines
 - ☐ Research organizations before applying
-

Interview Preparation: Prepare to communicate your experiences, skills, and accomplishments with confidence.

Resources

- Mock Interviews with Career Advisor & Big Interview
- Interview Preparation Workshops

Next Steps

- ☐ Practice responses using the STAR method
- ☐ Research employers thoroughly
- ☐ Prepare questions for interviewers

W&M CAREER RESOURCES

Career Advising: Advising topics include Career Exploration, Resume/CV Review, Job Search Strategies, Networking, Interview Prep, Mock Interviews and more!

- Suzy Lindley, Assistant Director of Graduate Student Career Advising, selind@wm.edu
- Charlotte Peverelle, Director of Career Access & Engagement, clpalmer@wm.edu

TribeCareers is the main job and event posting site for the Office of Career Development & Professional Engagement. Log in using your William & Mary username and password to access job postings, and learn more about upcoming workshops, information sessions, and recruiting events. [TribeCareers.wm.edu](https://tribecareers.wm.edu)

The Office of Career Development and Professional Engagement Website includes information on career exploration, resume writing, networking, interview practice & more. wm.edu/offices/career/ Check out our **graduate student** specific resources! wm.edu/offices/career/students/career-communities/graduate-students/

W&M One Network: Your W&M network! Join to access networking, mentorship opportunities, and career resources. Online speed-networking events are offered monthly. wm.edu/offices/career/one-network

Professional Headshot Booth: Need a photo for your LinkedIn or One Network account? Students are welcome to stop by the Cohen Career Center to have a photo taken Monday-Friday, 8 a.m. - 4:45 p.m.
wm.edu/offices/career/students/resource-library/professional-headshot-booth/

The Graduate Center offers professional development programs & writing support to help students develop specific skills and excel academically and professionally. wm.edu/offices/graduate-center/

Graduate Student Career Blackboard Site: Career and professional development resources including Beyond for Doctoral and Master's Students & Individual Development Plan (IDP). Graduate students are automatically enrolled.

Industry Career Resources & Blackboard Sites: The Office of Career Development & Professional Engagement manages industry-related career Blackboard sites. Students can self-enroll in industry areas including Creative, Education & Human Services, Public Service, & Science & Technology. blackboard.wm.edu/ultra/course

Big Interview is an online interview preparation/mock interview tool. Register for an account using your W&M credentials to access videos about different types of interviews, common interview questions and how to answer them, and practice interviews organized by industry or program. wm.biginterview.com

Additional Resources & Opportunities:

O*Net Online offers a variety of search options and occupational data from the U.S. Department of Labor. Expand your career exploration research through detailed descriptions of the world of work. [Onetonline.org](https://onetonline.org)

Professional Associations & Conferences: Connect with industry experts, access funding, present your work at conferences, and tap into specialized job boards tailored to your field. You can find a list of professional associations through the CareerOneStop Professional Association Finder. careeronestop.org/Toolkit/Training/find-professional-associations.aspx