

Office of Career Services

Resources at a Distance



The UT Office of Career Services supports all UT students and alumni in career readiness. These resources are available 24/7 for your convenience. Visit our job search toolbox for access!

<https://www.ut.edu/campus-life/office-of-career-services/job-search-toolbox>

CAREER EXPLORATION:

- [Life Map](#): A method of self discovering who you are, what skills you possess, and the connections you have.
- [Focus 2 Assessment](#): Take 5 different assessments to explore different occupations and their connecting majors.
- [BLS.gov*](#) & [onetonline.org*](#): Two great websites to search and explore careers, salaries, and “how to become one.”
- [Data USA](#): A website to research and explore degrees, universities, jobs and industries by location and more.

PROFESSIONAL PORTFOLIO/DOCUMENTS:

- [Resume Writing Guide](#): Use this guide to learn about the purpose of a resume, the required sections, the optional items, and how to develop bullet points. Use this guide before scheduling an appointment with Career Services.
- [Cover Letter Guide](#): What is a cover letter? How do you structure it? Use this guide to learn more about cover letters, their purpose, reasoning, and ways to develop and cater it to specific positions and employers.
- [Curriculum Vitae \(CV\) Guide](#): Needing to create a CV or an academic resume for a job or graduate school? Use this as a resource to learn more about the similarities and differences with a resume.

NETWORKING & ELEVATOR PITCH:

- [Networking and Informational Interviewing Guide](#): Learn how to make meaningful connections and how to stay in contact with potential employers as well as leaders in your industry. Examples of correspondence and questions are listed in this guide.
- [Networking Opener/Elevator Pitch Guide](#): Don't know what to say to an employer? Use this guide to read through examples and to create your own personalized elevator pitch that you can use when connecting with employers.
- [LinkedIn Checklist](#): Need some assistance on what to include on your LinkedIn Profile or how to set it up? Use this checklist provided by LinkedIn to get the best out of this free resource.

INTERVIEWING:

- [Professional Dress](#): Check this out to learn about examples of professional and business casual attire.
- [Interviewing Guide](#): A guide to help you prep for your next interview. Check out our example interview questions in the Job Search Toolbox listed in this same section.
- [Virtual Interviewing Guide](#): A guide to help you prep for virtual interviewing. Use this guide as a checklist to prepare your technology and to understand the differences that come with virtual communication.
- [Quinnia*](#): UT's Mock Interview Platform. Supported by artificial intelligence and a built in applicant tracking system, upload your resume and practice interview questions online. Email Jin Kim, Career Readiness Coach at jwkim@ut.edu for access.

JOB/INTERNSHIP SEARCH:

- [Job/Internship Search Strategies Guide](#): Searching for a job or internship can be a long process. Use this guide to learn about how to build connections and move forward in the areas of informational interviewing, family and friends, and LinkedIn.
- [Handshake](#): Use this resource to search for companies, positions, and connect with employers as well as fellow students.
- [On-Campus Job Search Tips](#): A guide to help current students search for on-campus jobs using UT's Workday platform.
- [GoInGlobal*](#): A resource for over 16 million internship and job listings within the US and around the world, filters include industries as well as H1B Companies. Login to Handshake using your student account and click “Career Center” then “Resources” for free access.
- [Follow-up Correspondence](#): Nothing is more important than staying connected with potential employers and professional connections. Use this guide to develop a “thank you” email or note as well as learn about the “Rule of Three.”

OFFICE OF CAREER SERVICES, YOUTUBE VIDEOS:

- [YouTube](#): Head to The University of Tampa's, Office of Career Services YouTube channel to listen to past webinars around all topics of career development. You will also find workshop videos from Career Services Staff centering on career exploration, resumes, job searching, internships, and interviewing.
- <https://www.youtube.com/playlist?list=PLi9UL-ZIVmYv3oH1stl8YZQcXsObkC1Sw>

APPOINTMENTS: Please schedule all appointments through [ut.joinhandshake.com](https://www.ut.edu/campus-life/office-of-career-services/job-search-toolbox).

**Starred resources are not available via the Job Search Toolbox*