

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:

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

PROFESSIONAL PORTFOLIO/DOCUMENTS:

- x [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.
- x [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.
- x [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:

- x [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.
- x [Networking Opener/Elevator Pitch Guide](#) Use this guide to read through examples and to create your own personalized elevator pitch that you can use when connecting with employers.
- x [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:

- x [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.
- x [Virtual Interviewing Guide](#)
