

Center for Student Professional Development Graduate Services

Professional and career development support designed to help
COB Graduate Students advance their careers.

Just getting started with your job search?

1

Read our “Essentials” tip sheets for important recommendations, resources, and ideas

- Writing resumes
- Job search
- Elevator Speech
- Internships
- Interviewing



2

Visit the University Career Center

Dedicated career counselors for the College of Business offer career advising, resume/cover letter review, interview prep, basic job and internship search strategies, and more.

Veronica Rodriguez veronica.rodriguez3@utsa.edu Mysti Frazier mysti.frazier@utsa.edu
Office Hours: M-F 8am-5pm Walk-in Appointments M-F 1-4pm
UC 02.02.04 (210) 458-4589 Schedule your appointment online: www.hireroadrunners.com

Ready for more advanced job search assistance?

3

Attend the CSPD sessions designed specifically for COB graduate students

Workshops are offered mornings, afternoons, and evenings each semester and include:

Job Search Tips for Success

Tools, techniques and tips for a successful search, including timelines, critical information, and useful websites.

In Depth Interviewing

Get insider tips on prepping for an interview, handling tough questions, and building rapport with the interviewer.

Customize your Resume

Tailor your resume and cover letter to a job description to increase your chances of getting an interview and a job.

Building your Personal Brand and Digital Portfolio

Identify your personal brand and discover tools you can use to showcase your unique skills and experience.

4

Make an appointment with the CSPD for one-on-one help.

Jenna Wallace, Assistant Director for Graduate Career Development, offers weekly office hours and appointments to provide personalized guidance for the final stages of your career search, including targeted career planning, resume customization, interviewing techniques, and negotiation tactics.

Jenna Wallace jenna.wallace@utsa.edu
Office Hours Mondays 1-2pm, Tuesdays 5-6pm, Wednesdays 9-10am
BB 4.01.08 210-458-7867