CAREER CENTER
UNIVERSITY OF NORTH CAROLINA PEMBROKE
910.521.6270 • career@uncp.edu •

CAREER ACTION PLAN

KNOW YOURSELF AND YOUR INTERESTS

- ☐ Identify interests, values, skills and personality type with a career counselor
- ☐ Notice the courses and subjects you enjoy learning about
- ☐ Get involved in student and volunteer groups that excite you
- ☐ Observe where you are spending your time and what activities you like doing

EXPLORE CAREER OPTIONS TO FIND YOUR FIT

- ☐ Get advice from professionals and faculty, arrange information interviews and job shadowing experiences, and test all of your career options to identify what you enjoy doing for a major and job
- ☐ Attend Career Panels and talk with family, friends, faculty or alumni about career and academic options
- ☐ Create LinkedIn Profile with academic, work experiences, and join professional association groups and invite faculty, alumni, employers, family and friends to develop your network
- ☐ Speak with professors about shared intellectual interests and research graduate school programs
- ☐ Identify job trends by reviewing professional publications and websites to gain industry knowledge

GET EXPERIENCE TO DEVELOP SKILLS

- ☐ Participate in extracurricular and leadership activities, internships, co-ops or research opportunities that will develop the skills, knowledge and experience you need to reach your career goals
- ☐ Attend job fairs to meet with employers from a variety of internship programs and visit the Career Center website to learn about internship requirements for academic credit and learning objectives
- ☐ Update LinkedIn Profile with professional picture and qualifications and reach out to contacts to access the “hidden job market”

MARKET YOURSELF FOR INTERNSHIPS, JOBS & GRADUATE SCHOOLS

- ☐ Sell skills and strengths through targeted marketing materials (resume, cover letter, portfolio and LinkedIn Profile) and self-promotion activities (networking, information interviews and interviewing)
- ☐ Research employers and jobs that use your skills and would be a good fit for your preferred career goals
- ☐ Attend job fairs, career panels, employer information sessions and other events to network with employers
- ☐ Prepare graduate school application if career choice requires an advanced degree; write personal statement, check admissions requirements, testing dates and timelines
- ☐ Ask professors, advisors and supervisors to serve as your employment/graduate school references
- ☐ Practice effective interview skills by participating in mock interviews and send thank you emails after interviewing
- ☐ Update social media sites including LinkedIn to connect with your network of supporters

THIS PUBLICATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST. PLEASE CONTACT THE ACCESSIBILITY RESOURCE CENTER, D.F. LOWRY BUILDING, ROOM 107, OR CALL 910.521.6695