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