

4 Year Career Preparation Checklist



Freshman – Explore & Connect

- Take career assessment to explore your personality, interests and values – Focus 2 Career
- Identify majors & career paths
- Connect with the Career Development Center (CDC), S402
 - Schedule appointment with a Career Coach
 - Attend a CDC Event
 - Activate your Jobs4 Gators account
- Create Resume
 - Review CDC Resume Guide on website
 - Strengthen by adding career activities
 - Upload to Jobs4Gators
- Identify and enhance needed job skills through employment, class projects, and/or community activities
- Join a UHD club or organization related to your career interest through GatorSync
- Begin developing your UHD network. Reach out to faculty and staff, mentor, study groups, UHD student organizations, and classmates.

Sophomore – Engage & Reflect

- Consider career avenues. Conduct informational interviews with those working in your field of interest.
- Set up appointment with Career Coach to focus skills and career activities based on major
- Visit CDC website for career activities (volunteer, job shadowing, internships, part-time positions)
- Attend a CDC Event
- Deepen your involvement in a club or organization related to your career interest
 - Login to GatorSync to track your progress
- Build skills future employers or graduate admissions committees find valuable – volunteer, plan events, serve on a committee

- Continue to develop your UHD Network
- Study abroad or engage in other off-campus experiences
- Create LinkedIn profile and browse LinkedIn professionals in your field
- Begin to think of yourself as a future professional

Junior – Plan & Prepare

- Review academic progress on “My Degree Evaluation”
 - Meet with your Academic Advisor
- Research and review graduate and professional school admissions requirements, if interested
 - Talk to your professors and/or admissions counselor
 - Research requirements
- Research and review entry level job positions and requirements
- Develop skills directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- Develop your leadership skills within your organization related to your career interest or passions (e.g. committee chair, or officer)
- Polish Resume/Cover Letter and CV/Personal Statement
- Create, practice and perfect your Elevator Pitch
 - Focus on skills, abilities and personal strengths
- Attend CDC events and workshops. See dates on CDC LinkedIn or Facebook
- Enhance your LinkedIn profile and network.
 - Add LinkedIn UHD Alumni and other professional contacts and relevant projects

Senior – Act & Achieve

- Complete graduate school application **no later** than Dec. 1
- Meet with Career Coach to devise and implement job search strategies
- Target companies and research salaries
 - Reach out to individuals in your professional network
- Customize resumes and cover letters to specific job postings to market yourself effectively
- Ask professors, employers and internship supervisors for letters of recommendation
- Practice interviewing
 - Schedule Mock Interview with your career coach for jobs or graduate/professional schools
- Showcase your professionalism online
 - Perform a social media audit
 - Exhibit your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, GatorSync)
 - Upload a professional picture
- Take the lead within your club, organization, or community group (e.g. officer or committee chair)
- Network with an external professional association tied to your career interest (e.g. meeting, committee, mixer)
- Attend at least 1 career fair/networking event
- Update your LinkedIn profile and network



Engage to Explore Coach to Connect

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