

# Career Development Plan

## Junior Year - Plan & Prepare

### Plan

- ➔ Review your academic progress: click on [My Degree Evaluation](#)
- ➔ If interested, research and review **graduate and professional school admissions requirements**
  - Talk to your professors and/or an admissions counselor
  - Research requirements here: [Grad School](#)
- ➔ If interested, research and review **entry level positions and requirements**
  - Research jobs and requirements here: [Job Search](#)

### Prepare

- ➔ **Develop skills** directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- ➔ **Develop your leadership skills** within your **club or organization** related to your career interest or passion (e.g. committee chair or officer)

### Polish Resume/Cover Letter and CV/Personal Statement

- ➔ Use resume/CV resources found here: [Resume/CV Guides](#), [Cover Letter Guide](#), [Personal Statements](#)

### Network

- ➔ Create, practice, and perfect your **Elevator Pitch!** Focus on your skills, abilities, and personal strengths.
- ➔ Attend 1 **CDC Event/Workshop!** See the GatorSync calendar for more information, go to our Facebook or LinkedIn, call 713-221-8980, or stop by our office, One Main Building, South 402
- ➔ **Enhance your LinkedIn profile and network!** Add [LinkedIn UHD Alumni](#) and other professional contacts and relevant projects

## Junior Year Checklist

### Stay on Track

**Academic Advising Appointment:**  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Appointment Topic: Degree completion plan  
Notes: \_\_\_\_\_

**Post-graduate plans:**  
**Admission Counselor:/Professor:** \_\_\_\_\_

School	Requirements
1) _____	_____
2) _____	_____
3) _____	_____

- OR -

**Job Contact/Recruiter:** \_\_\_\_\_

Company	Requirements
1) _____	_____
2) _____	_____
3) _____	_____

**List skills:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upload your application documents on **Jobs4Gators** [www.uhd.edu/jobs4gators](http://www.uhd.edu/jobs4gators) for final approval

**Elevator Pitch:**  
Hi, my name is \_\_\_ and I'm pursuing a \_\_\_\_\_ degree. I'm passionate/interested in \_\_\_\_\_ and I'm really good at \_\_\_\_\_ and \_\_\_\_\_. Do you have any advice for me?

**Event/Workshop Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
What did you learn from this event & how you will use it to reach your career goal: \_\_\_\_\_  
\_\_\_\_\_

**Browse** LinkedIn professionals in your field  
**Name:** \_\_\_\_\_  
**Organization:/Company:** \_\_\_\_\_  
**Notes:** \_\_\_\_\_

## RESOURCES

<u>RECOMMENDATIONS</u>	<u>POSSIBLE RESOURCES</u>
<p>Discuss the qualifications for occupations            Get help in selecting an academic program            Discuss job market for college graduates            Get help selecting an occupation            Discuss advantages/disadvantages of occupations</p>	<p>Academic Advising (N320)             Career Development Center (S402)</p>
<p>Discuss attitude toward school            Discuss an unwanted habit            Discuss personal relationships &amp; social life            Discuss family problems            Discuss emotional tensions            Discuss unhappy feelings</p>	<p>Counseling Center (S445)            Center for Equity, Diversity &amp; Inclusion (S370)            Health Center (S445)            Sport &amp; Fitness (SLC)            Disability Services (GSB314)</p>
<p>Get help with exam skills            Get help with study habits            Get help with writing skills            Get help with basic math skills            Get tutoring in selected areas            Get help with reading skills</p>	<p>Supplemental Instruction (S405)            Math Lab (N925)            Mentoring (S405)            Success Workshops            Library / Library study rooms (N400)            Disability Services (GSB314)</p>
<p>Get help meeting new friends            Get information about student activities            Get advice from an experienced student            Get information about clubs and social organizations</p>	<p>Student Activities (S204)            Veteran's Services (GSB318)            Sports &amp; Fitness (SLC)            Study Abroad (S370C)            Center for Diversity, Equity, &amp; Inclusion (S370)</p>
<p>Get help finding a part-time job            Obtaining a loan            Obtaining scholarships            Finding a Summer Job</p>	<p>Career Development Center (S402)             Financial Aid &amp; Scholarships (S330)</p>