

Senior Year - Act & Achieve

Act

- ➔ **Complete** graduate school application no later than Dec.1
- ➔ **Meet with the Career Development Center (CDC)** to devise and implement job search strategies
- ➔ **Target companies and research salaries.** Use resources on the CDC website: [Salary Research](#)
- ➔ **Customize resumes and cover letters** by using the specific job posting/description to market yourself effectively
- ➔ **Practice interviewing** by scheduling a **Mock Interview** with your Career Coach (713-221-8980; uhdcareer@uhd.edu, Main Building South 402)

Achieve

- ➔ **Showcase** your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, GatorSync)
- ➔ **Cultivate your personal brand** in order to market yourself and your career skills
- ➔ **Take the Lead** within your **club, organization, or community group** (e.g. officer or committee chair)

Network

- ➔ Connect with an **external professional association** tied to your career interest (e.g. meeting, committee, mixer)
- ➔ Attend **at least 1 career fair/networking event.** See the GatorSync calendar, 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

Senior Year Checklist

Stay on Track

- Graduate/Professional School Application**
DEADLINE: December 1

- CDC Job Search meeting**
Date: _____ Time: _____
Position (Company): _____

- Conduct Salary Research**

Company/Position	Salary
1) _____	_____
2) _____	_____
3) _____	_____

- Upload your application documents on **Jobs4Gators** www.uhd.edu/jobs4gators. for final approval

- Mock Interview meeting**
Date: _____ Time: _____
Position (Company): _____

- Showcase professionalism online**
 1. Perform a social media audit
 2. Upload projects/papers
 3. Add a professional picture

- Leadership Role:** _____

- External Association:** _____

- Career Fair/Networking Event**
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: _____

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) Main Career Development Center (S402) Davies COB Career Center (B104) Gator Success Center (N310)</p>
<p>Discuss attitude toward school Discuss an unwanted habit Discuss personal relationships & social life Discuss family problems Discuss emotional tensions Discuss unhappy feelings</p>	<p>Counseling Center (S445) Center for Equity, Diversity & Inclusion (S370) Health Center (S445) Sport & 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 & Statistics Center (N925) Writing and Reading Center (N925) Mentoring (N310) Success Strategies (N310) Library / Library study rooms (N400) Disability Services (GSB314) Foreign Language Lab (N950) Science Learning Center (N604) Social Sciences Statistics Lab (N1085)</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 & Fitness (SLC) Study Abroad (S370C) Center for Diversity, Equity, & Inclusion (S370)</p>
<p>Get help finding a part-time job Obtaining a loan Obtaining scholarships Finding a Summer Job</p>	<p>Main Career Development Center (S402) Davies COB Career Center (B104) Financial Aid & Scholarships (S330)</p>