

## Junior Year - Plan & Prepare

### Plan

- ➔ **Review** your academic progress: visit [MyUHD](#)
- ➔ 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](#).
  - You can search position titles on Indeed and LinkedIn

### Prepare

- ➔ **Develop skills** directly related to post-graduate plans (e.g. internship, software, online forums, webinars, LinkedIn Learning)
- ➔ **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/Cover Letter Guides](#), [CVGuide](#)

### Network

- ➔ Create, practice, and perfect your **Elevator Pitch!** Focus on your skills, abilities, and personal strengths.
  - Answer these "questions:"
    - 1) Tell me about yourself
    - 2) Why should I hire you
- ➔ Attend CCPD Events/Workshops! See Gators4Hire and social media for more information.
  - Facebook, LinkedIn, and Instagram
  - 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 **Gators4Hire** [tinyurl.com/uhdj4g](https://tinyurl.com/uhdj4g) for final approval

### Elevator Pitch:

Hi, my name is \_\_\_\_ and I'm pursuing a \_\_\_\_\_ degree. I'm really (good at/interested in) \_\_\_\_\_. I want to (describe the ultimate goal/experience you wish to have) \_\_\_\_\_. 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>                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discuss the qualifications for occupations<br>Get help in selecting an academic program<br>Discuss job market for college graduates<br>Get help selecting an occupation<br>Discuss advantages/disadvantages of occupations | Academic Success Coordinators<br>Gator Success Institute (N320)<br>Career & Professional Development (S402)                                                                                                                                                                                               |
| Discuss attitude toward school<br>Discuss an unwanted habit<br>Discuss personal relationships & social life<br>Discuss family problems<br>Discuss emotional tensions<br>Discuss unhappy feelings                           | Counseling Center (S280)<br>Health Center (S445)<br>Sports & Fitness (WSC)<br>Accessible Education Center (SLC302)                                                                                                                                                                                        |
| Get help with exam skills<br>Get help with study habits<br>Get help with writing skills<br>Get help with basic math skills<br>Get tutoring in selected areas<br>Get help with reading skills                               | Supplemental Instruction (S405)<br>Math & Statistics Center (N530)<br>Writing and Reading Center (N530)<br>Mentoring (N320)<br>Success Strategies (N320)<br>Library / Library study rooms (N400)<br>Accessible Education Center (SLC302)<br>Foreign Language Lab (N930)<br>Science Learning Center (N604) |
| Get help meeting new friends<br>Get information about student activities<br>Get advice from an experienced student<br>Get information about clubs and social organizations                                                 | Student Leadership & Involvement (S204)<br>Veteran's Services (SLC203)<br>Sports & Fitness (WSC)<br>Study Abroad (S415)                                                                                                                                                                                   |
| Get help finding a part-time job<br>Obtaining a loan<br>Obtaining scholarships<br>Finding a Summer Job                                                                                                                     | Financial Aid & Scholarships (S350)<br>Career & Professional Development (S402)                                                                                                                                                                                                                           |