

# **Career Development Plan**

## Junior Year - Plan & Prepare

# 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 Learn-
- 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: mission Counselor:/Professor:			
Adı				
1) _		-		
2) _				
3)				
•		- OR -		
Jok	Contact/Recruiter:			
	Company	Requirements		
1)_				
2) _				
3) _				
	List skills:			
	Upload your application on uhdj4g for final approval	documents on <b>Gators4Hire</b> tinyurl.com/		

#### Elevator Pitch:

ultin	y (good at/interested in) nate goal/experience you wish ce for me?		
	Event/Workshop Name:		
Date	e:	Time:	
	What did you learn from this reach your career goal:	event & how you will use it to	

Hi, my name is \_\_\_\_and I'm pursuing a \_\_\_\_\_ degree. I'm

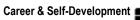
Browse LinkedIn professionals in your field Organization:/Company:\_ Notes:















# **RESOURCES**

<u>RECOMMENDATIONS</u>	POSSIBLE RESOURCES
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	Academic Success Coordinators Gator Success Institute (N320) Career & Professional Development (S402)
Discuss attitude toward school Discuss an unwanted habit Discuss personal relationships & social life Discuss family problems Discuss emotional tensions Discuss unhappy feelings	Counseling Center (S280)  Health Center (S445)  Sports & Fitness (WSC)  Accessible Education Center (SLC302)
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	Supplemental Instruction (S405) Math & Statistics Center (N530) Writing and Reading Center (N530) Mentoring (N320) Success Strategies (N320) Library / Library study rooms (N400) Accessible Education Center (SLC302) Foreign Language Lab (N930) Science Learning Center (N604)
Get help meeting new friends Get information about student activities Get advice from an experienced student Get information about clubs and social organizations	Student Leadership & Involvement (S204)  Veteran's Services (SLC203)  Sports & Fitness (WSC)  Study Abroad (S415)
Get help finding a part-time job Obtaining a loan Obtaining scholarships Finding a Summer Job	Financial Aid & Scholarships (S350)  Career & Professional Development (S402)