

Career Development Plan

Senior Year - Act & Achieve



- ➔ **Complete** graduate school application no later than Dec.1
- ➔ **Meet with the CCPD** to devise and implement job search strategies
- ➔ **Target companies** and **research salaries**. Use resources on the CCPD 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 Professional Development Specialist using Gators4Hire at tinyurl.com/uhdj4g



Achieve

- ➔ **Showcase** your professional projects electronically or in a digital portfolio (e.g. LinkedIn, Github, WordPress, YouTube, UHD CampusGroups)
- ➔ **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 UHD CampusGroups calendar, our Instagram or LinkedIn, call 713-221-8980, or visit our website, uhd.edu/CCPD

- ➔ **Enhance your LinkedIn profile and network!** Add [LinkedIn UHD](#)



Senior Year Checklist

Stay on Track

- ☐ **Graduate/Professional School Application**

DEADLINE: December 1

- ☐ **CCPD Job Search meeting**

Date: _____ Time: _____

Position (Company): _____

- ☐ **Conduct Salary Research**

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

- ☐ Upload your application documents on **Gators4Hire** tinyurl.com/uhdj4g 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: _____

Critical Thinking



Communication



Teamwork



Technology



Leadership



Professionalism



Career & Self-Development



Equity & Inclusion

