

FOUR-YEAR CAREER PLAN

1 FIRST YEAR

DECLARE A MAJOR & EXPLORE CAREERS

- ❑ Visit career.uga.edu and complete career assessments to help determine interests, values and personality type
- ❑ Read "What can I do with a major in..." online handouts
- ❑ Use the UGA Bulletin to read course descriptions, access syllabi and learn more about majors

GET INVOLVED

- ❑ Join a student organization
- ❑ Participate in residence hall activities
- ❑ Volunteer on- or off-campus
- ❑ Attend Career Center programs and workshops
- ❑ Ask about research opportunities with professors

GET EXPERIENCE

- ❑ Use Handshake for on- and off-campus part-time jobs and internships
- ❑ Shadow professionals through the Intern for a Day program
- ❑ Attend career fairs
- ❑ Create a resume and cover letter to show a Career Consultant

2 SECOND YEAR

DECLARE A MAJOR & EXPLORE CAREERS

- ❑ Work with academic advisor on the process of declaring a major
- ❑ Speak with people in potential career choice areas to learn about options
- ❑ Shadow professionals in chosen field of interest through the Intern for a Day program

STAY INVOLVED

- ❑ Join a professional organization related to your major
- ❑ Interact with guest speakers and college personnel
- ❑ Maintain membership in clubs, organizations, and intramurals
- ❑ Become a leader in a student group

GET EXPERIENCE

- ❑ Update resume and get it critiqued
- ❑ Consider doing a study abroad program
- ❑ Utilize Handshake and apply for positions relevant to your major
- ❑ Ask family, friends, professors, and Career Consultants about internship or part-time job leads

3 THIRD YEAR

RESEARCH GRAD SCHOOLS

- ❑ Talk to professors and Career Consultants
- ❑ Search gradschools.com or petersons.com to find programs and professors doing interesting work
- ❑ Study for entrance exams and take practice tests
- ❑ Look at class profiles for info on currently admitted class

CONNECT WITH EMPLOYERS

- ❑ Review company websites and literature
- ❑ Read magazines and journals to become familiar with trends and areas of opportunity
- ❑ Access company info through Career Insider powered by The Vault on our website
- ❑ Attend career fairs and company information sessions on campus
- ❑ Follow employers' social media accounts

INCREASE INVOLVEMENT & EXPERIENCE

- ❑ Complete an internship or secure a career-related part-time job
- ❑ Try to gain leadership roles related to major or career of choice
- ❑ Interact with guest speakers and club advisors
- ❑ Join local chapters of national organizations related to your chosen field

4 FOURTH YEAR

COMPLETE GRADUATE SCHOOL PREPARATION

- ❑ Take entrance exams
- ❑ Ask for letters of recommendation; be mindful of deadlines
- ❑ Request academic transcripts be sent to graduate programs
- ❑ Have admission essays reviewed by the Writing Center and a Career Consultant

DEVELOP A JOB SEARCH STRATEGY

- ❑ Take ECHD 3050: Career & Life Planning
- ❑ Participate in career fairs related to work in areas of interest
- ❑ Take advantage of on-campus interviewing
- ❑ Create LinkedIn profile to expand professional network
- ❑ Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation

LEVERAGE YOUR INVOLVEMENT & EXPERIENCE

- ❑ Conduct mock interview and resume critique with Career Consultant
- ❑ Seek positive references from professors and supervisors from internship and part-time positions
- ❑ Give references a copy of your resume
- ❑ Maintain relationships with those who are references
- ❑ Request recommendations on LinkedIn