

# Four-Year Career Plan

The University of Georgia Career Center  
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## 1<sup>st</sup> Year

### Get Involved and Get Connected!

#### Use Career Center Resources

##### Explore Majors and Careers

- Meet with the career consultant specific to your major—there's even someone to speak with if you are undecided!
- Complete assessments to help you determine interests, values, skills, and personality
- Explore various majors and career fields by accessing the Career Center Library

##### Investigate Internship and Career-Related Work

- Utilize DAWGlink, our online job board, for on- and off-campus part-time jobs
- Participate in the Intern for a Day program
- Search for and acquire a summer internship
- Attend events such as career fairs and panel discussions to learn about industries and jobs

##### Start Developing Your Career Search Tools

- Attend workshops on creating resumes and cover letters
- Draft a resume and/or cover letter and have it reviewed by your Career Consultant

#### Focus on Academics

- Choose core courses related to your possible major(s)
- Learn how to use the UGA Main Library
- Maintain a strong GPA
- Start building a portfolio of classwork and activities that could relate to your career goals
- Subscribe to listservs related to your pre-professional interests (pre-law, pre-med, etc.), your major, or study abroad
- *Decided students:* Plan which courses to enroll in for each semester
- *Undecided students:* Take ECHD 2050: Academic and Career Planning

#### Get Involved

- Join a club or organization related to your interests and/or your major
- Explore campus and community volunteer opportunities
- Participate in residence hall activities



## 2<sup>nd</sup> Year

### Refine the Skills You Gained Your First Year!

#### Declare a Major

- Learn the process of how to declare the particular major you want by working with your academic advisor
- Create a checklist of what you need to submit in order to apply—be aware of application deadlines
- Speak with professors about potential careers related to the major
- Ask family members and friends, professors and your advisor, and your career consultant for internship or part-time job leads
- Investigate career options in the Career Center Library

#### Use Career Center Resources

##### Continue Refining Your Career Search Tools

- Revise your resume and review it with a Career Consultant
- Identify your current skills—write down your skills and note which are strong and which can be enhanced
- Attend workshops on interviewing and networking

##### Secure Career-Related Employment

- Make use of the *What Can I Do with a Major in...* handouts found on the Career Center website
- Participate in the Intern for a Day program and job shadow additional people in your career fields of interest
- View internship and part-time positions listed on DAWGlink and register for on-campus interviewing
- Meet with a Career Consultant to discuss other ways to search for internships
- Conduct employer research
- Speak with people in potential career choice areas to learn about your options
- Apply for relevant positions, both paid and unpaid
- Seek assignments in your internship or part-time job that develop your skills

#### Stay Involved

- Join a professional organization within your major
- Take advantage of opportunities to interact with guest speakers and college personnel
- Maintain membership in clubs and organizations that you enjoy, including intramurals
- Look into study abroad options

## 3<sup>rd</sup> Year

**Continue Activities from 1<sup>st</sup> and 2<sup>nd</sup> Year!**

### **Continue To Focus on Academics**

- Present papers you have written for classes at academic conferences
- Conduct research under the guidance of your professors
- Play an active role in group projects
- Attend lectures and demonstrations related to your major
- Examine what coursework you have completed to determine its relevancy for applying to graduate school
- Maintain relationships with your professors, seeking their advice and considering them as potential references
- Increase your global perspective by studying abroad

### **Use Career Center Resources**

#### **Research Graduate Schools**

- Conduct research by talking to professors, using the Career Center library and website, and meeting with your Career Consultant
- Search the web to find programs you are interested in, paying attention to professors who research and write about areas you'd like to explore further
- Study for graduate and professional school entrance exams

#### **Familiarize Yourself with Potential Employers**

- Review company websites and literature
- Read magazines and journals to become familiar with trends and areas of opportunity
- Access company information through *Career Insider* powered by *The Vault* on the Career Center website

#### **Obtain More Career-Related Experience**

- Complete an additional internship or secure a career-related part-time job
- Attend the Spring and Fall Career Fairs to meet employers hiring interns and job-seekers
- Go to job fairs specific to your major, such as the South Campus Career Fair, the Government and Non-Profit Career Fair, the Education Fair, and the Journalism and Mass Communications fair

### **Increase Your Involvement**

- Assume leadership roles within the clubs and organizations to which you belong
- Cultivate potential contacts by interacting with your club advisors and guest speakers
- Join local chapters of national organizations related to your chosen field
- Attend career fairs, conferences, seminars, and local meetings in those organizations

## 4<sup>th</sup> Year

**Review the What You Did in the 1<sup>st</sup> through 3<sup>rd</sup> Years!**

### **Maintain Your Academic Focus**

- Take courses related to your graduate school or professional school plans
- Maintain a GPA of a 3.0 or above
- Continue presenting papers and participating in additional professional activities

### **Use Career Center Resources**

#### **Develop a Job Search Strategy**

- Take ECHD 3050: Career & Life Planning to learn from employers what they are looking for in job candidates, obtain networking skills, and refine your job search skills
- Participate in the career fairs related to the type of work you are interested in
- Take advantage of on-campus interviewing
- Create a profile on LinkedIn.com to expand your professional network

#### **Complete Graduate School Preparation**

- Use study guides for graduate and professional school entrance exams
- Take graduate or professional school entrance exams
- Submit final application materials for graduate or professional school

### **Arrange for References**

- Seek positive references from professors and supervisors from internship and part-time positions
- Maintain relationships with those who are references
- Request recommendations on LinkedIn.com
- Give each person you ask to be a reference a copy of your resume

**Use the Career Center all four years! Here are ways we can help you:**

**Get...**

**...a plan.**

**...a major.**

**...decided.**

**...a part-time job.**

**...an externship.**

**...opportunities.**

**...experience.**

**...a resume.**

**...an internship.**

**...professional.**

**...noticed.**

**...interviewed.**

**...networked.**

**...into grad school.**

**...to know your Career Consultant.**

**...to Clark Howell Hall.**

**...Connected!**

**The University of Georgia  
Career Center**