

Career Action Plan — Juniors

Self promotion

- Update résumé, learn how to write a cover letter, develop a business card
- Upload résumé to online portfolio
- Maintain LinkedIn profile

Career research

- Target companies or organizations for internship opportunities and jobs
- Create a job search plan
- Attend Career Networks events such as presentations, lectures, meetups, etc.

Professional readiness

- Meet with Coordinator of Career Networks
- Develop an “elevator pitch”
- Attend mock interviews that are pertinent to major
- Attend Career Networks events for career readiness and professional networking
- Identify competitions, contests, or conferences that relate to field of study
- Pursue leadership positions in student clubs and relevant volunteer opportunities
- Pursue memberships in professional organizations and actively network
- Maintain a high GPA

Portfolio

- Continue portfolio development
- Develop a professional website and post relevant work to it
- Review portfolio with faculty adviser

Internship & employment

- Attend Super Tuesday, Pro Day Career Fair, internship fairs, or mock interviews arranged for your major
- Secure an internship in alignment with your major