## UNDERGRADUATE CAREER ACTION PLAN

### YEAR 1
- Participate in University 101 class and connect with the Career Counselor who visits the class
- Get to know your Academic Advisor and Professors
- Map out your curriculum plan
- Explore campus clubs and organizations
- Sign up for a volunteer activity with the Center for Community Outreach
- Draft and have a resume approved
- Meet with a Career Counselor to discuss majors, careers and summer co-op internships

### YEAR 2
- Take a career assessment inventory to help you narrow your career interests if unsure about your major
- If you haven’t already, now is the time to register with Career Services and meet with a Career Counselor to explore co-op internship opportunities in your field of interest
- Attend career seminars, fairs, and special topic workshops
- Gather information about careers and jobs through our website
- Join a club or organization
- Work closely with your Academic Advisor and select a major
- Develop a resume and apply for summer jobs/internships

### YEAR 3
- Focus on developing your skills in communication, computers, writing and your major
- Look for leadership opportunities
- Meet with a Career Counselor to start researching employers and industries
- Pursue an internship if you have not already done so
- Research graduate school options
- Attend Career Fairs on campus to gather information and network
- Update resume
- Attend career seminars and special topic workshops

### YEAR 4
- Prepare your resume and develop your full-time job search plan and strategies with a Career Counselor
- Contact a Career Counselor to learn about full time jobs, including the Campus Recruiting Program (CRP)
- Create a professional profile on LinkedIn.com
- Take graduate school admissions exams and apply to graduate schools
- Attend fall and spring Career Fairs and talk to representatives about jobs
- Link up with the Career Services resources www.pace.edu/careers

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Work toward greatness.