

# 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](http://www.pace.edu/careers)**

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