



4-year plan

YEAR ONE: EXPLORE MAJORS AND OCCUPATIONS

- **Explore** your interests through coursework.
- **Get to know** your academic advisor and discuss options for majors (if you are exploring majors).
- **Meet** with Career Services to investigate occupations and begin a career plan.
- **Create** a resume and cover letter so they are ready to apply for opportunities.
- **Get involved** by volunteering on/off campus in the community or by participating in student organizations. Especially seek opportunities related to your career interests
- **Consider** getting a part-time job to develop skills and confidence and to supplement your income.
- **Keep** your grades up and seek assistance (tutoring/professors) if needed.

YEAR TWO: EXPLORE CAREER OPTIONS

- **Meet** with Career Services to review your career plan.
- **Seek** leadership opportunities in campus activities or work roles to add leadership experience to your resume.
- **Conduct** informational interviews with contacts in your field and begin developing new connections.
- **Have** your resume reviewed by Career Services.
- **Research** and consider completing an internship (usually non-credit) or part-time job related to your intended career field.
- **Continue** to meet with academic advisors and make sure you are on track.
- **Maintain** a strong GPA.

YEAR THREE: GAIN EXPERIENCE THROUGH INTERNSHIPS

- **Attend** job fairs to network and to gain experience and confidence in talking with employers.
- **Try** a mock (practice) interview.
- **Work** as an intern, preferably related to your chosen career field.
- **Keep** your resume and a general cover letter updated. You never know when you may need it.
- **Consider** the possibility of attending graduate school and explore admission requirements and application steps.
- **Meet** with your advisor and make sure you are on track to graduate next year.
- **Watch** your grades to make sure you keep up your GPA.

YEAR FOUR: IMPLEMENT YOUR CHOICES & NETWORK, NETWORK, NETWORK!

- **Meet** with Career Services to develop a job search strategy.
- **Update** and polish your resume one final time.
- **Identify** and target companies and organizations.
- **Perfect** your interviewing skills by participating in mock interviews.
- **Have** a "Dress for Success" outfit ready.
- **Connect** with the CUC LinkedIn alumni group.
- **Consider** a student membership in a professional association in your field.
- **Review** CCCIllinois Fall Interview Day participants/positions and apply for those of interest (in Sept.).
- **Attend** CareerFest (run by CCCIllinois, usually in February) and bring plenty of resumes.
- **Visit** all job fairs and Career Services events. Upcoming events are posted on the bulletin boards and the Career Services section of the portal.

want more information? need help?
check the student portal
or make an appointment

708-209-3033 career.services@CUChicago.edu