4 YEAR CAREER READINESS PLAN

"COMMUNITY ENGAGEMENT"
DEVELOP AFFINITY TO THE UTICA COMMUNITY

- Meet your career coach and create your career development plan
- Draft your professional resume and have it reviewed
- Complete self-assessments to identify your personal values, interests, and strengths
- Get involved with campus organizations and activities
- Log in to Handshake and build your profile
- Explore part-time jobs or volunteer opportunities on or off campus
- Reference "What can I do with a major in" and other resource guides to identify career paths

"PURSUIT OF KNOWLEDGE"
KNOW THYSELF

- Attend workshops and networking nights along with the career fair
- Explore opportunities such as study abroad, volunteering, and research
- Schedule a mock interview with your career coach
- Create a LinkedIn profile and build your online brand
- Research certifications, associations, or trainings for your career path
- Prospect the job market for roles of interest
- Execute informational interviews and seek mentorship from professionals in your industry

"DIVERSITY OF EXPERIENCE"
DEFINE YOUR EXPERIENCE BY ITS UNIQUE QUALITY AND VALUE

- Set career goals and identify steps to get there
- Work with your success coach to identify elective courses and minors to enhance your skillset
- Familiarize yourself with requirements for job or graduate school searches
- Visit the career closet to prepare for interviewing
- Update your resume, draft a cover letter, and continue with interview prep
- Continue attending career readiness events and the career fair
- Pursue additional internship opportunities
- Research the job environment to make an informed decision

"CONTINUOUS PURSUIT OF EXCELLENCE"
NEVER STAND STILL

- Apply for jobs and keep track of your applications
- Polish your resume, cover letter, and online presence to be employer ready
- Meet with your career coach to navigate the job offer
- Develop your personal pitch to present to employers
- Obtain 3 positive references to speak on your behalf (professional, academic, and personal)
- Prepare thank you notes for your references and those who interview you
- Celebrate yourself!

UTICA UNIVERSITY CENTER FOR CAREER READINESS