THE FOUR YEAR PLAN

The Office of Career Services offers a full range of services and resources designed to help students explore how their interests, skills, and values relate to possible career paths, understand the importance of proper planning and preparation in goal setting, and assist in the successful transition from academic to professional life. We encourage students to start their interaction with us as early as possible and throughout their time at Utica College.

FRESHMAN YEAR

- Become familiarized with the services and resources we offer. Stopping in, checking out our website, following us on Twitter, and joining the office’s LinkedIn group are great places to start.
- Register with our career management system, UC Career Connect (powered by Purple Briefcase) to track your career development, stay abreast of jobs, internships, and events, and get the latest career advice.
- Engage in self-awareness and take a career assessment to explore your interests, skills, and values and learn about career fields and areas of study that are compatible with your assessment results.
- Make an appointment with a career counselor to understand what you can do with your major or seek assistance with declaring a major.
- Become familiar with creating professional correspondence (résumés, cover letters, etc.). The sooner, the better!
- Attend events like the Volunteer Fair to network and begin building your collegiate résumé with experiential activities.

SOPHOMORE YEAR

- Declare a major, if you haven’t already, and continue to explore careers and employment sectors associated with your major.
- Continue to research and pursue experiential activities. Volunteering, shadowing, and informational interviews are excellent ways to preview possible careers.
- Transition away from a high school-based résumé and finalize your first collegiate résumé with a critique from a career counselor. Software is available to help, too.
- Identify and participate in programming to continue your career development, join the Mentor Program, and attend events like the Job/Internship Fair and networking nights to learn about job and internship opportunities.

JUNIOR YEAR

- Use available databases to find and apply to internships to gain career-relevant experience. Set a goal to complete one or more internships, as they will make you a stronger candidate when applying for jobs or graduate school.
- If graduate school is in your future, learn about programs, entrance exams, and other admissions requirements.
- Sharpen your interviewing skills by scheduling a mock interview with a career counselor. Other interviewing resources and software are available as well.

SENIOR YEAR

- Strongly consider completing a second internship to continue to strengthen your marketability upon graduation.
- Ensure all professional correspondence is updated and error-free. Ask a career counselor to offer a final critique of your résumé and cover letter and access free résumé paper.
- If applying to graduate school, utilize the Career Resource Library for entrance exam study guides, and submit your personal statement to a career counselor for a critique.
- If applying for jobs, research company profiles and manage your job search using the office’s career management system, UC Career Connect.
- Order your free business cards and bring them to fairs, networking events, and programs like the Etiquette Dinner, to assist you in transitioning to your next academic or professional endeavor.
- Review your online presence to ensure all information and images are appropriate, as prospective employers will be searching you. Take advantage of social media’s professional networking power and update your LinkedIn account. Ask a career counselor for feedback on your profile. Be sure to join the Alumni group, too!
- Now, let us help you celebrate your success #UCmySuccess!

Visit the office and inquire about having complimentary student business cards made, ideal for networking at career fairs, conferences, and other events.
- Participate in programming like the On the Menu Series and learn about how to job search, ace the interview, and succeed as a new employee.