

CAREER

PATHWAYS

CHECKLIST

Freshman – Explore & Connect

- Take [career assessments](#) to explore your personality, interests and values – [Focus 2 Career](#)
- Identify [Career Paths & Majors](#)
- Connect with the [CCPD, OMB S402](#)
 - o [Schedule an appointment](#) with a Professional Development Specialist
 - o Attend a CCPD Event
 - o Activate your [Gators4Hire](#) account
- Create [Resume](#)
 - o Review CCPD [Resume Guide](#) on website
 - o Upload to [Gators4Hire](#)
- Create your [LinkedIn profile](#)
 - o Reach out and network with past [LinkedIn UHD Alumni](#) to learn how they reached their career goals by conducting [informational interviews](#)
- Explore [career readiness skills](#)
 - o Identify and enhance needed skills through employment, class projects, and/or community activities
 - o Create career and professional development goals within [Focus 2](#) and set and update your goals each semester
- Join a [UHD organization](#) related to your career interest through [Campus Groups](#)
- Begin developing your UHD network. Reach out to faculty and staff, mentor, study groups, [UHD student organizations](#), and classmates

Sophomore – Engage & Reflect

- Consider career avenues. Conduct [informational interviews](#) with those working in your field of interest
- Set up an [appointment](#) with your Professional Development Specialist to focus skills and career activities based on major
- Visit [CCPD website](#) for career activities (volunteer, job shadowing, internships, part-time positions)
- Attend a [CCPD Event](#)
- Deepen your involvement in a [club or organization](#) related to your career interest
 - o Log in to [CampusGroups](#) to track your progress
- Continue to develop your Network
- Build skills future employers or graduate admissions committees find valuable – [volunteer](#), plan events, serve on a committee
- [Study abroad](#) or engage in other off-campus experiences
- Create your [LinkedIn profile](#) and browse LinkedIn professionals in your field

Junior – Plan & Prepare

- Review academic progress on “Degree Progress Report”
 - o Meet with your Academic Success Coordinator
- Research and review [graduate and professional school admissions requirements](#), if interested
 - o Talk to your professors and/or admissions counselor
 - o Research requirements
- Research and review [entry-level job positions and requirements](#)
- Develop industry skills directly related to post-graduate plans (e.g. internship, software, online forums, webinars)
- Advance your leadership skills within your organization related to your career interest or passions (e.g., committee chair, or officer)
- Polish your [Resume/Cover Letter](#)
- Customize your resume to the job/internship for which you are applying using key words in the job posting to ensure you pass the Applicant Tracking System (ATS)
 - o Use free tools like [jobscan](#) and [resumeworded](#) to ensure your resume matches the job/internship posting
- Develop your [Curriculum Vitae \(CV\)](#) and [Personal Statement](#) if considering graduate school.
 - o See the Resume/CV/Cover Letter Comparison Chart on the CCPD’s [Resume/CV/Cover Letter page](#) to determine whether a resume or CV is better for your career goal
- Create, practice, and perfect your [Elevator Pitch](#)
 - o Focus on skills, abilities and personal strengths
- Attend CCPD events and workshops. See dates on the [UHD CCPD Calendar](#), [Instagram](#), [LinkedIn](#) or [Facebook](#)
- Enhance your [LinkedIn](#) profile and network
 - o Continue to reach out to [LinkedIn UHD Alumni](#) and other professional contacts
- Apply for Internships or take a [Field Experience](#) course related to your major
- Practice interviewing
 - o Schedule [Mock Interview](#) with your Professional Development Specialist for jobs, internships, graduate or professional schools
 - o Practice your interview skills through tools like [Google Interview Warmup](#).

Senior – Act & Achieve

- Complete your [graduate school application](#)
- Meet with your Professional Development Specialist to devise and implement [job search strategies](#)
- [Target companies](#) and [research salaries](#)
 - o Reach out to individuals in your professional network
- Customize resumes and cover letters to specific job postings to market yourself effectively
 - o Use free tools like [jobscan](#) and [resumeworded](#)
- Ask professors, employers, and internship supervisors for letters of recommendation and for endorsements and recommendations on [LinkedIn](#)
- Continue to practice your interview skills
 - o Schedule a [Mock Interview](#) with your Professional Development Specialist for jobs, internships, graduate or professional schools
 - o Practice your interview skills through tools like [Google Interview Warmup](#).
- Demonstrate your [career readiness competencies](#) by showcasing your professionalism online
 - o Perform a social media audit
 - o Exhibit your professional projects electronically or in a digital portfolio (e.g. [LinkedIn](#), [GitHub](#), [WordPress](#), [YouTube](#))
 - o Upload a professional picture
- Take the lead within your club, organization, or community group (e.g., officer or committee chair)
- Network with an external professional association tied to your career interest (e.g., meeting, committee, mixer)
 - o See the professional organizations section in your [major handout](#) for more and talk to your Professional Development Specialist!
- Attend at least 1 career fair or networking [event](#)
- Update your [LinkedIn](#) profile and network

Contact Us!



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Drop In Hours Available:

Monday, 11am & 6pm
Tuesday 9am & 6pm
Wednesday, 1pm & 6pm
Thursday, 2pm & 6pm
Friday, 10am & 3pm