

How to Plan For Your Career

First Year

- Get acclimated to UNC: familiarize yourself with campus, academic advising, and your academic department.
- Register online with UCS: this is the best way to stay informed about all of our services, events, and workshops.
- Focus on getting good grades: doing poorly, even for one semester, can have implications down the road.
- Get to know your professors: visit during office hours, stay late after class, look for current events that relate to the course.
- Meet with a UCS career counselor to discuss your career goals.
- Attend UCS workshops, fairs, panels, and networking nights.
- Think about how you would like your resume to look by the time you graduate; what types of skills and experiences do you want to obtain over the next 4 years?

During the Summer

- Use the summer break to develop professional skills, explore possible careers, and build your network.
- Part time jobs and volunteer opportunities should be a part of your summer experience. Though any type of job can be beneficial, look for professional, related experiences that will help you test out your career options as well as build your resume.

Junior Year

- Pursue leadership positions on campus through student government, clubs/organizations, Greek Life, etc.
- Attend UCS Career Panels, Networking Nights, Employer Info Sessions, and Career Fairs to learn about various employers and career fields.
- If considering graduate school, begin exploring programs, application deadlines, and requirements.
- Conduct informational interviews with professionals to learn about career fields.
- Practice your interviewing skills with a UCS counselor or employer.
- Update your UCS resume and registration.
- Prepare a cover letter to use when applying for summer internships.

During the Summer

- Complete a career-related internship. Many summer internships often lead to full-time job offers.
- Make connections with professionals in various departments and levels at place of summer employment – these people can all be part of your network.



Sophomore Year

- Talk to professors, family, friends, alumni, and professionals about fields that may interest you.
- Get involved with student organizations; this is a great way to build experience.
- Enroll in UCS' EDU 131 Career Exploration for help in planning your career and in choosing a major.
- Use UCS' Optimal Resume to write a professional resume and post it on the UCS website as you seek internships.
- Meet with a UCS Internship Counselor or Part-Time Job Counselor to learn about opportunities that interest you.
- Attend the UCS Internship Fair.

During the Summer

- Continue to get professional experience through part-time jobs, internships, and volunteer opportunities.
- Conduct informational interviews with professionals in different fields to learn about career options.



Senior Year

- Update your UCS resume and registration.
- Participate in a mock interview with a UCS counselor.
- Attend UCS Career Panels, Networking Nights, Employer Info Sessions, and Career Fairs to learn about various employers and career fields.
- Start researching job opportunities early; many employers begin recruiting as soon as the semester begins.
- Monitor application and on-campus interview deadlines of positions posted in the UCS database.
- Apply to as many positions that interest you.
- Plan your interviewing attire in advance.

