

Career Planning Timeline

Career Services ♦ www.umuc.edu/careerservices ♦ (240) 684-2720 ♦ careercenter@umuc.edu

FRESHMAN YEAR

- Assess your interests, skills, values, and personality by scheduling an appointment with a career counselor in Career Services.
- Begin self-directed exploration of specific occupations via the career services Web site.
- Explore career related employment opportunities through online jobs and internship databases.

SOPHOMORE YEAR

- Conduct informational interviews with professionals in the career fields you are considering. Expand your information network.
- Get to know faculty in the major that interests you. They can talk about career options and provide a letter of reference when you apply for a job or graduate school.
- Attend workshops on “Resume Writing,” “Job Search Strategies,” and “Interviewing Skills.”
- Choose a college major, if you have not already done so.
- Develop a professional quality resume related to your career.
- Register with the Cooperative Education Program for internship opportunities or start seeking out a jobs that are related to your career that will help you gain experience and advance in your career.

JUNIOR YEAR

- Choose electives to enhance your qualifications, especially your oral and written communication skills.
- Get involved in a professional organization related to your career field. Inexpensive student memberships are often available.
- Seek leadership positions in career-related student organizations.
- Attend job, career, and internship fairs sponsored by Career Services; or better yet, volunteer to help!
- Begin to plan for job search or graduate school. Set deadlines for required steps.



SENIOR YEAR

- Revise your resume. Have it critiqued by Career Services.
- Apply to graduate or professional school. Have Career Services critique your Personal Statement.
- Participate in Career Services sponsored job fairs.
- Research companies, employers, and graduate schools using the career services resource library.
- Meet required deadlines for graduate school or job search.
- Conduct a job search campaign in addition to on-campus interviews.

