

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.



University of Maryland University College

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.

