

# 3 THIRD YEAR CAREER PLAN

YOUR STEP-BY-STEP GUIDE TO CAREER PLANNING SUCCESS

Your third year of college is an important time for career planning. What you do now sets you up for career success when you graduate. Continue to build relationships, gain experience, and polish your job search skills. Also consider if you will need a graduate or professional degree for your desired career.

## GAIN MORE EXPERIENCE

Your resume needs to show both education and experience by the time you graduate. This is a crucial year to gain a variety of experiences through internships, part-time work, campus involvement, research, and volunteering. These experiences will also help you discover what career path you will pursue.

- ☐ Attend these Career Center events: *Employer Information Sessions, Career Fairs, Where Are the Jobs? Job Search Strategies, All About Internships, and Maximizing Your Internship.*
- ☐ Learn about summer internship opportunities for third years through the Virtual Campus Interview program. In the “Jobs” section of your UCR Handshake account, click on “Virtual Campus Interviews” to see a list of all upcoming interview opportunities and apply.
- ☐ Use the job and internship database in your UCR Handshake account as well as CareerShift.
- ☐ Find additional job and intern listings, as well as opportunities abroad, on the Career Center website at [careers.ucr.edu](https://careers.ucr.edu) under the Students tab.

## NETWORK & BUILD RELATIONSHIPS

It’s time to further develop and utilize your networking skills. Talk to people all around you — other students, family, friends, professors, supervisors, and professionals you meet at career fairs or other events. Have a “career conversation” to explore careers and eventually find a job.

- ☐ Talk to everyone you know: faculty, staff, advisors, career specialists, family, and friends.
- ☐ Attend these workshops and events: *Career Fairs, Job Discovery Series, Employer Information Sessions, Networking Your Way to a Job, and Now Hiring Interns.*
- ☐ Create or enhance your LinkedIn profile by attending *Mastering LinkedIn.*
- ☐ Conduct **informational interviews** with people who work in your desired career.
- ☐ Meet with your academic advisor and find out if your internship qualifies for academic credit.

## POLISH YOUR INTERVIEWING SKILLS

A great resume may get you an interview, but the interview will get you the job. Interviewing is a skill that takes practice to perfect, so practice often.

- ☐ Attend the *Ace the Interview* or *Interviewing for Introverts* workshops.
- ☐ Practice your interview skills by utilizing the StandOut mock interview tool in the Resources section of your UCR Handshake account and scheduling a mock interview appointment with a career specialist.

## RESEARCH GRADUATE/ PROFESSIONAL SCHOOLS

Career exploration includes finding out if your desired career requires an advanced degree. This is a good time to do some research and discuss pursuing graduate school with a career specialist and faculty.

- ☐ Research occupations for job outlook, salary, education, training, etc.
- ☐ Research graduate school application deadlines and testing requirements.
- ☐ Attend the *Graduate, Professional, and Law School Fair, and Health Professions School Information Day Fair.*
- ☐ Write your personal statement. The Academic Resource Center offers assistance with this.
- ☐ Get letters of recommendation. Give faculty members one to three months of advance notice and share your resume or CV with them as well.

*For more information on this and other resources to prepare for your future career, email [careercounseling@ucr.edu](mailto:careercounseling@ucr.edu).*

# CAREER PLAN SERIES

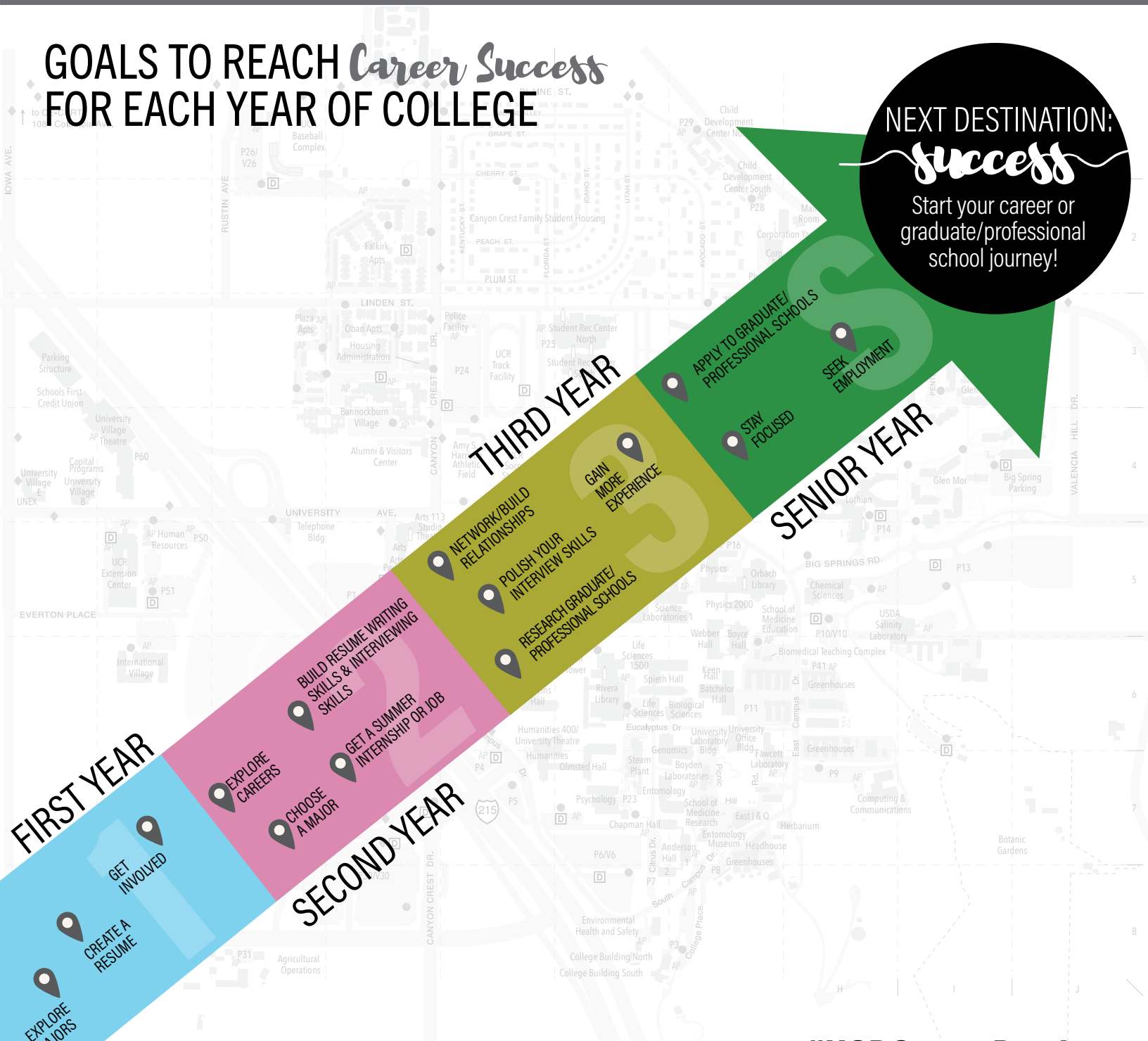
Map Your Career Plan For Success!

## GOALS TO REACH *Career Success* FOR EACH YEAR OF COLLEGE

NEXT DESTINATION:

*Success*

Start your career or graduate/professional school journey!



#UCRCareerReady

Join our fan page:  
UC Riverside Career Center

Link to our group:  
UC Riverside Career Center

Follow us:  
ucrcareercenter

Watch our videos:  
UCR Career Center

Follow us:  
UCRCareerCenter