

Junior Year - Plan & Prepare

Plan

- ➔ Review your academic progress: click on [My Degree Evaluation](#)
- ➔ If interested, research and review **graduate** and **professional school admissions requirements**
 - Talk to your professors and/or an admissions counselor
 - Research requirements here: [Grad School](#)
- ➔ If interested, research and review **entry level positions** and **requirements**
 - Research jobs and requirements here: [Job Search](#).
 - You can search position titles on Indeed and LinkedIn

Prepare

- ➔ **Develop skills** directly related to post-graduate plans (e.g. internship, software, online forums, webinars, LinkedIn Learning)
- ➔ **Develop your leadership skills** within your **club** or **organization** related to your career interest or passion (e.g. committee chair or officer)

Polish Resume/Cover Letter and CV/Personal Statement

- ➔ Use resume/CV resources found here: [Resume/CV Guides](#), [Cover Letter Guide](#), [Personal Statements](#)

Network

- ➔ Create, practice, and perfect your **Elevator Pitch!** Focus on your skills, abilities, and personal strengths.
 - Answer these "questions:"
 - 1) Tell me about yourself
 - 2) Why should I hire you
- ➔ Attend MCC Events/Workshops! See the Jobs4Gators and Social media for more information.
 - Facebook, LinkedIn, and Instagram
 - 713-221-8980, or stop by our office, One Main Building, South 402
- ➔ **Enhance your LinkedIn profile** and **network!** Add [LinkedIn UHD Alumni](#) and other professional contacts and relevant projects



Junior Year Checklist

Stay on Track

- Academic Advising Appointment:**
Date: _____ Time: _____
Appointment Topic: Degree completion plan
Notes: _____

- Post-graduate plans:**
Admission Counselor:/Professor: _____

School	Requirements
1) _____	_____
2) _____	_____
3) _____	_____

- OR -

- Job Contact/Recruiter:** _____

Company	Requirements
1) _____	_____
2) _____	_____
3) _____	_____

- List skills:** _____

- Upload your application documents on **Jobs4Gators** www.uhd.edu/jobs4gators for final approval

Elevator Pitch:

Hi, my name is ___ and I'm pursuing a _____ degree. I'm really (good at/interested in) _____. I want to (describe the ultimate goal/experience you wish to have) _____. Do you have any advice for me?

- Event/Workshop Name:** _____
Date: _____ **Time:** _____
What did you learn from this event & how you will use it to reach your career goal: _____

- Browse** LinkedIn professionals in your field
Name: _____
Organization:/Company: _____
Notes: _____

RESOURCES

<u>RECOMMENDATIONS</u>	<u>POSSIBLE RESOURCES</u>
Discuss the qualifications for occupations Get help in selecting an academic program Discuss job market for college graduates Get help selecting an occupation Discuss advantages/disadvantages of occupations	Academic Advising (N320) Main Career Center (S402)
Discuss attitude toward school Discuss an unwanted habit Discuss personal relationships & social life Discuss family problems Discuss emotional tensions Discuss unhappy feelings	Counseling Center (S445) Center for Equity, Diversity & Inclusion (S370) Health Center (S445) Sport & Fitness (SLC) Disability Services (GSB314)
Get help with exam skills Get help with study habits Get help with writing skills Get help with basic math skills Get tutoring in selected areas Get help with reading skills	Supplemental Instruction (S405) Math Lab (N925) Mentoring (S405) Success Workshops Library / Library study rooms (N400) Disability Services (GSB314)
Get help meeting new friends Get information about student activities Get advice from an experienced student Get information about clubs and social organizations	Student Activities (S204) Veteran's Services (GSB318) Sports & Fitness (SLC) Study Abroad (S370C) Center for Diversity, Equity, & Inclusion (S370)
Get help finding a part-time job Obtaining a loan Obtaining scholarships Finding a Summer Job	Main Career Center (S402) Financial Aid & Scholarships (S330)