

Career Action Plan

ENGAGE: know yourself & your interests

- Identify interests, values, skills and personality type with a career counselor
- Notice the courses and subjects you enjoy learning about
- Get involved in student and volunteer groups that excite you
- Observe where you are spending your time and what activities you like doing

CONNECT: explore career options to find your fit

- Get advice from professionals and faculty, arrange informational interviews and job shadowing experiences, and test all of your career options to identify what you enjoy doing for a major and job
- Attend Career Panels and talk with family, friends, faculty or alumni about career and academic options
- Access RockyLink for on-campus and off-campus part-time jobs, internships and full-time jobs
- Create LinkedIn Profile with academic and work experiences, join “UNC Asheville Career Connection” and professional association groups and invite faculty, alumni, employers, family and friends to develop your network
- Speak with professors about shared intellectual interests and research graduate school programs
- Identify job trends by reviewing professional publications and websites to gain industry knowledge

EXPERIENCE: get experience to develop skills

- Participate in extracurricular and leadership activities, internships, co-ops or research opportunities that will develop the skills, knowledge and experience you need to reach your career goals
- Attend job fairs to meet with employers from a variety of internship programs and visit the Career Center website to learn about internship requirements for academic credit and learning objectives
- Use RockyLink to customize and activate the Search Agent to receive interest specific emails about internships and full-time jobs
- Update LinkedIn Profile with professional picture and qualifications and reach out to contacts to access the “hidden job market”

PREPARE: market yourself for internships, jobs & graduate schools

- Sell skills and strengths through targeted marketing materials (resume, cover letter, portfolio and LinkedIn Profile) and self-promotion activities (networking, informational interviews and interviewing)
- Research employers and jobs that use your skills and would be a good fit for your preferred career goals
- Attend job fairs, career panels, employer information sessions and other events to network with employers
- Prepare graduate school application if career choice requires an advanced degree; write personal statement, check admissions requirements, testing dates and timelines
- Ask professors, advisors and supervisors to serve as your employment/graduate school references
- Practice effective interview skills by participating in mock interviews and send thank you emails after interviewing
- Update social media sites including LinkedIn to connect with your network of supporters