

Graduate Student Career Action Plan

Become an Expert Manager of Your Career!

First Year: DISCOVER YOUR DIRECTION, EXPLORE THE WORLD OF WORK

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| | Start updating your career portfolio by creating or revising a resume, cover letter, and LinkedIn profile |
| | Attend career events such as Be Ready Workshops, job fairs, and networking events |
| | Learn more about professional associations in your industry and attend an event |
| | Obtain mentoring, if desired, from UB alumni, faculty and/or staff by participating in the Professional Development Institute |

Second Year: COMMUNICATE YOUR BRAND, CREATE YOUR OPPORTUNITIES

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| | Finalize your career portfolio including a resume, cover letter, professional pitch and LinkedIn profile |
| | Consider taking a leadership or volunteer role with a student organization or professional association |
| | Consider joining a Job Search Group coordinated by the Career & Internship Center |
| | Determine who will be your most effective job references and send them a copy of your resume and job target |
| | Develop your 5 year career development action plan for after graduation |

Tell Us When You Land Your Next Job or Advance On Your Current Job!

The Career & Internship Center careercenter@ubalt.edu

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