

# Graduate Student Career Action Plan

*Become an Expert Manager of Your Career!*

## FIRST YEAR:

*DISCOVER YOUR DIRECTION, EXPLORE THE WORLD OF WORK*

	Schedule your First Year Career Consultation with a career coach in the Career & Professional Development Center and determine where you are on the UB Career Cycle.
	Learn more about your professional brand by taking career assessments. Options include: Strengths Quest, Strong Interest Inventory and the MTBI.
	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*

	Schedule your Second Year Career Consultation with a career coach in the Career & Professional Development Center and determine where you are on the UB Career Cycle.
	Reassess your job target for your internship and/or job search.
	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 & Professional Development 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 & Professional Development Center

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