First Years

Goal: Adapting to life at UVa
Get to know yourself, including your extracurriculars and academic interests.

Exploration
- Seek diversity in your courses to explore possible majors/degree programs.
- Get involved! Explore student organizations that intrigue you and relate to your potential career interests.
- Talk with 3rd and 4th year students about their majors, favorite classes, and previous summer jobs or internships.
- Take notice of the people who are doing work that interests you and conduct informational interviews with them.
- Consider taking a career assessment such as: Myers Briggs Type Indicator or Strong Interest Inventory.
- Research different career fields using online and print resources at UCS.
- Find out where U.Va. alumni have been employed by searching the UCA database.

Preparation
- Convert your high school resume to a professional college document.
- Bring your resume to walk-in hours for review and feedback.
- Learn the internship search process.
- Begin searching for summer opportunities on CAVLink and MyUCS.

Action
- Attend some of the following events to explore career options:
  - Career Exploration Workshops | Spring Job & Internship Fair | Essential Internship Tours | Family Weekend Open House
- Apply for summer jobs, internships, and/or study abroad.
- Make an appointment with a career counselor to create a personalized action plan for the year.

Reflection
- In order to develop confidence in meeting your academic and career goals, take time at the end of each semester to consider courses, activities that support your interests and developing career goals.
- Make the most of your meetings with University faculty advisors to be sure your courses are aligned with these goals.
- Review the bullets above to see if there is anything else you need to complete.
Second Years

Goal: Exploring Careers and Majors

Research and network to uncover career possibilities.

Exploration
• Pick three potential majors to focus on and begin to take pre-requisite courses.
• Identify possible career paths stemming from your top three majors using What Can I Do With This Major?
• Explore your interests! Take an active role in extracurricular activities, including leadership positions where possible.
• Brainstorm ways to get hands-on experience through part-time jobs, winter break activities, and volunteering.
• Explore the UCS Internships page and the Parents Committee Internship Grants.
• Draft a list of networking contacts from your home community, UVa recruiting events, and connections from professors.

Preparation
• Update your resume to include any experiences from the past academic year or summer. Bring to walk-ins for review.
• Update your CAVLink profile to include your new address, class year, and developing interests.
• Learn how to write an effective cover letter and bring your draft to UCS for feedback.
• Create saved searches on CAVLink and other internship databases to keep up with internship postings (beginning in November).
• Become familiar with databases like UCAN and LinkedIn to build your network.

Action
• Attend some of the following events to seek out internship opportunities and explore career options:
  Career Exploration Workshops | Spring Job & Internship Fair | Essential Internship Tours | Family Weekend Open House
• Create a LinkedIn profile and begin joining groups related to your interests.
• If you are considering attending a health professional school or law school, make an advising appointment.
• Meet with a career counselor to create a personalized action plan for the year.

Reflection
• You are halfway through your undergraduate experience! Revisit your first year goals to see how far you’ve come.
• What experiences have you had that have helped you to refine your interests? What skills do you still want to build in order to be marketable after college?
• Once you have declared your major, explore minors and/or specific courses outside of your major that will compliment your career goals.
• This is a good year to begin building relationships with faculty. Seek out research opportunities and attend special lectures. Anything you do now to establish rapport will help you when it is time to ask for letters of recommendation.
Third Years

Goal: Experiencing career possibilities

Get experience through internships, volunteering, and summer jobs. Start prioritizing your interests and develop a tentative post-graduation plan!

Exploration
- Refine your career path. Use What Can I Do With This Major? to continue researching your field of interest.
- Seek out leadership roles and add new activities that compliment your developing career goals.
- Plan on interning during the summer. Make this a priority as people who have interned are more likely to be hired following their fourth year.
- Review the Parents Committee Internship Grant timeline and other funding options.
- Reach out to networking contacts about internship possibilities, and look into the University Internship Program.

Preparation
- Tailor your resume and cover letters to industries of interest. Add information about your major(s), minor, and summer experience. Bring to walk-ins for review.
- Update your CAVALink and LinkedIn profiles.
- Keep track of your networking contacts with a spreadsheet; file business cards and follow professionals of interest on LinkedIn.
- Complete the In-Grounds Interviewing tutorial and quiz.
- Practice sample behavioral questions on Interview Stream and research case interviewing.
- Make plans to take any necessary graduate school pre-requisites and prepare for entrance exams (MCAT, LSAT, GREs, etc.).

Action
- Attend some of the following events to seek out internship opportunities and explore career options:
  - Fall/Spring Job & Internship Fair | Essential Internship Tours | Fall Focus Series | Government & Nonprofit Career Expo
- Sign up for a mock interview at UCS.
- If you are considering attending a health professional school or law school, make an advising appointment and educate yourself about the application process.
- Meet with a UCS career counselor to create a personalized action plan for the year.

Reflection
- Continue to refine your career and graduate school plans. It’s very common for plans to change, so set up multiple possibilities for your first steps after U.Va.
- Keep seeking out advice through informational interviews with alumni and other professionals of interest. Don’t be afraid to ask about work-life balance, company values, and other work preferences that really matter to you!
- Be proactive about planning for next year. Anything you can do prior to returning in the fall will make your year less stressful and more productive!
Fourth Years
Goal: Transitioning to life after UVa

Develop the skills you need to accomplish your goals and thrive in post-graduate life.

**Exploration**
- Reflect on your work preferences to determine how to focus your job search.
- Consider taking a career assessment to further focus your interests.
- Use the U.Va. Career Networking Community to pose relevant and thought-provoking questions or thoughts about your industries of interest.
- Research professional organizations and attend relevant conferences for your area of interest.
- Do as much industry and company research as possible using Vault, Glassdoor.com, and other online resources.
- Remain active in LinkedIn and the UCVN alumni database.

**Preparation**
- Continue networking! Follow up with any and all employer contacts from past career fairs, information sessions, and informational interviews.
- Google yourself to ensure that all personal information is protected and that your professional and academic interests are evident in the search.
- Approach each job application individually, and take the time to tailor your materials to each company and position description.
- Identify potential references and get permission to use their information in your applications for jobs or graduate programs.
- Create time in your weekly schedule to work on the job search.
- Schedule graduate school entrance exams and preparation courses, as needed.

**Action**
- Attend some of the following events to seek out internship opportunities and explore career options:
  - Fall/Spring Job & Internship Fair | Professional & Graduate School Fair | Fall Focus Series | Government & Nonprofit Career Expo | New York Recruiting Alliance
- Prepare for interviews using Interview Stream and mock interviews.
- Apply for positions as early as possible, but create alternate plans, especially if you are interested in highly competitive programs or fields.

**Reflection**
- It can take more time to conduct a thorough job search than you might anticipate, especially when activities and leadership positions are at an all-time high. Create a back-up plan in case your first choice takes longer to achieve.
- Focus on quality with your applications, but also continue to keep an eye on listings so you are not missing out on possible job leads.
- Know your resources! You can continue using UCS for a semester after you graduate. CAVLink and career fairs are always available for you to use and Alumni Career Services is available to you throughout your career.