

CAREER “PLAN OF ACTION” FOR UNDERGRADUATES

OVERVIEW

We encourage you to use this plan of action as a tool to help guide the next steps in your career development. Remember, Career Services is here to support you with every step! Make an appointment with a Career Adviser via [Handshake](#), our online platform if you need help with developing your individualized plan of action.

EXPLORE YOUR CAREER INTERESTS

One of the best ways to choose a career is by exploring your interests. Researching, speaking with professionals and taking online career assessments are all tools that can help you explore and identify your interests.

- Tag your interests on [Handshake](#) to receive personalized internship notifications based on your interests.
- Visit our [Career Communities](#) website, which provides targeted information on various industries including internship options, skills, internship/job search tools and more.
 - [Arts, Media & Entertainment](#)
 - [Business](#)
 - [Human Services & Education](#)
 - [Law, Government & Activism](#)
 - [Environment & Sustainability](#)
 - [STEM](#)
- Check out our [Helpful Links](#) section, which includes resources such as career assessments, career exploration, industry advice, salary information, and more.

BUILD YOUR ONLINE PROFILE AND STRENGTHEN YOUR CONNECTIONS

An online presence is important because it markets your skillset to potential employers. Take time in creating your profile on online platforms before connecting with employers and alumni. Identify alumni who share similar career interests, and schedule virtual informational interviews.

- View the recording of Career Services’ virtual influencer panel “[How to Make Connections and Build Your Personal Brand](#)”. The recording features four of alumni who leveraged their passion for social media into full-time employment working with burgeoning platforms.
- Create a [LinkedIn](#) account. Connect with alumni, peers, past and present work or internship supervisors to grow, strengthen and maintain your connections.
- Follow #GetHired on LinkedIn to get real time information about companies that are hiring.
- Join [SLC Connect](#), the College’s online community where students can connect with alumni for career advice. To get started, watch “[How to Build Your Alumni Network on SLC Connect](#),” which will walk you through the process of creating your account, and offer advice and best practices for reaching out to alumni.

PURSUE AN INTERNSHIP OR ENTRY-LEVEL POSITION

- Employers are still posting opportunities, especially remote positions. Be patient but persistent in your internship and/or job search.
- View the recording of Career Services' virtual panel "[Navigating the Job Market during an Uncertain Time.](#)" The recording features a discussion between Career Services and two HR professionals, ViacomCBS's Adam Treitler '14 and Ogilvy's Fanni Gabor '12.
- Check out these online job search sites for remote opportunities:
 - [Handshake](#)
 - [SLC Connect](#) ("Opportunities" section features alumni job referrals)
 - [Indeed](#) (COVID-19 resources)
 - [Idealist](#) (keyword search: Remote)
 - [Flexjobs](#)
 - [Chegg Internships Remote Listings](#)
 - [Glassdoor](#) (keyword search: Remote)
 - [The Muse](#) (keyword search: Flexible/Remote)
 - [LinkedIn](#) (click "remote" under location search on job tab)

ENHANCE YOUR SKILL SET

Make yourself more marketable to employers who are and/or may be hiring in the near future. Equip yourself with skills to complement your academics. During your time at home, you may want to try taking some free online classes.

- Check out these online platforms that offer all kinds of skill development courses:
 - [LinkedIn Learning](#): free online non-credit courses open to SLC students; enter your MySLC log in credentials to gain access.
 - [Skillshare](#): online learning community
 - [Coursea](#): free platform for tons of courses
 - [EdX](#): access 2500+ online courses from 140 top institutions
 - [Open Culture](#): more than 1,500 free online courses

CREATE YOUR INDIVIDUALIZED CAREER ACTION PLAN

Take the time to develop an individualized career action plan that speaks to your academics, interests, skills and values. Develop short-term and long-term goals with action steps.

- Schedule an appointment with a Career Adviser to discuss your plan and next steps. Career Advisers can help with:
 - Creating a resume
 - Drafting a cover letter
 - Mock interviews
 - Internship & job search strategies
 - Creating a LinkedIn profile and navigating the site to make connections
 - Connecting with alumni professionals for career advice
 - And more!