

CAREER SERVICES

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# Four Year Career Plan

Map Your Career Path!

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• UNIVERSITY of PENNSYLVANIA •



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# Four Year Career Plan

## Map Out Your Career Path

### YEAR ONE

- SETTLE INTO CAMPUS & ACADEMIC LIFE
- FIND APPROPRIATE CAMPUS RESOURCES
- DEVELOP RELATIONSHIPS WITH RA, TA, UPPERCLASSMEN, & PROFESSORS
- MEET A CAREER AND/OR PRE-HEALTH ADVISOR
- EXPLORE CAREER INTERESTS, STRENGTHS, AND PERSONALITY THROUGH CAREER ASSESSMENTS
- CREATE A RESUME AND COVER LETTER
- LOG IN TO HANDSHAKE

### EXPLORATION

### YEAR TWO

- DECLARE A MAJOR/CONCENTRATION AFTER DISCUSSION WITH YOUR ACADEMIC ADVISOR
- REVIEW PROFILES IN HANDSHAKE AND LINKEDIN
- CONCEPTUALIZE CAREER PLAN WITH YOUR CAREER ADVISOR
- SCHEDULE INFORMATIONAL INTERVIEWS TO LEARN MORE ABOUT INDUSTRIES
- APPLY TO INTERNSHIPS, VOLUNTEER OPPORTUNITIES, OR STUDY ABROAD EXPERIENCES THAT INTEREST YOU
- PRACTICE IN CAREER-RELATED EVENTS (INFO SESSIONS, CAREER PANELS, & CAREER FAIRS)

### INVOLVEMENT

### YEAR THREE

- UPDATE YOUR CAREER ACTION PLAN WITH YOUR CAREER ADVISOR
- FAMILIARIZE YOURSELF WITH INDUSTRY PUBLICATIONS AND WEBSITES TO FURTHER PREPARE FOR THE JOB SEARCH
- FOLLOW UP WITH CONTACTS MADE THROUGH NETWORKING
- PRACTICE INTERVIEWING SKILLS BY DOING A MOCK INTERVIEW
- APPLY TO INTERNSHIPS, VOLUNTEER OPPORTUNITIES, OR STUDY ABROAD EXPERIENCES THAT INTEREST YOU
- EVALUATE INTERNSHIP OFFERS CAREFULLY BEFORE ACCEPTING

### EXPERIENCE

### YEAR FOUR

- DISCUSS GRADUATE SCHOOL APPLICATION TIMELINES WITH THE PRE-GRAD TEAM
- BE MINDFUL OF HIRING TIMELINES FOR DIFFERENT INDUSTRIES
- EVALUATE FULL TIME OFFERS CAREFULLY BEFORE ACCEPTING
- RESEARCH COST OF LIVING AND RELOCATION RESOURCES BEFORE COMMITTING TO OFFER
- COMPLETE CAREER PLANS SURVEYS
- REMEMBER CAREER SERVICES SERVES ALUMNI SO CHECK BACK IN EVEN AFTER YOU GRADUATE

### TRANSITION

# Four Year Career Plan

## Questions To Consider

### YEAR ONE

- ? WHAT ACTIVITIES DID YOU LIKE IN HIGH SCHOOL?
- ? WHAT CLASSES INTEREST YOU MOST?
- ? WHAT ARE YOUR SKILLS, VALUES, AND INTERESTS?
- ? WHAT DOESN'T INTEREST YOU?
- ? HOW CAN YOU GET INVOLVED IN THE PENN COMMUNITY?

### YEAR TWO

- ? WHAT LEADERSHIP ROLES CAN YOU PURSUE WITHIN YOUR STUDENT ORGANIZATIONS?
- ? WHAT CLASSES HAVE YOU DONE WELL IN AND ENJOYED THE MOST?
- ? DO YOU WANT TO STUDY OR INTERN ABROAD, AND WHEN?
- ? WHAT TRANSFERABLE SKILLS ARE YOU DEVELOPING IN YOUR WORK-STUDY, VOLUNTEER, OR CLASSROOM EXPERIENCES?

### YEAR THREE

- ? HOW CAN YOU APPLY THE IMPACT YOU MADE WITHIN STUDENT ORGANIZATIONS TO INTERNSHIP APPLICATIONS?
- ? DO YOU WANT TO DECLARE A MINOR?
- ? WHAT INTERNSHIPS SEEM LIKE THE RIGHT FIT FOR YOU?
- ? HAVE YOU BUILT YOUR NETWORK IN INDUSTRIES OR ORGANIZATIONS YOU'VE TARGETED?
- ? ARE YOU FAMILIAR WITH HIRING TIMELINES AND HOW TO PREPARE FOR INTERVIEWS?

### YEAR FOUR

- ? WHERE DO YOU SEE YOURSELF IN THE NEXT 1-2 YEARS AFTER COLLEGE?
- ? ARE YOU STILL INTERESTED IN PURSUING AN ADVANCED DEGREE?
- ? HAVE YOU RECEIVED AND CAREFULLY CONSIDERED FULL-TIME OFFERS?
- ? HAVE YOU CHECKED IN WITH CAREER SERVICES?

### EXPLORATION

### INVOLVEMENT

### EXPERIENCE

### TRANSITION

# Highlighted Resources

## *Career Planning Tools*

### Handshake



Handshake is the Career Services' recruiting platform for University of Pennsylvania students, postdocs and alumni. Handshake uses cutting-edge technology to help students more easily connect with employers and source jobs, internships, event information, and On-Campus Interviewing opportunities. Students and alumni can schedule appointments with a career advisor through Handshake.

### CareerShift



Current Penn students and alumni are invited to open free CareerShift accounts! CareerShift was created to help job seekers successfully navigate the published and hidden job market to find career opportunities. With CareerShift's robust company and contact database, users can find current job connections and make meaningful new connections.

### Vault



Vault offers industry and interviewing guides written by people who work in those industries for non-technical audiences. Career Services has a subscription to this service so that Penn students can access these resources for free.

### GoinGlobal



GoinGlobal includes world-wide job openings, internship listings, industry profiles and country-specific career information. More than 30,000 pages of constantly-updated content is included on topics such as: work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles and worldwide job listings plus much more!

### LinkedIn



This alumni search tool allows users to search through more than 150,000 Penn alumni profiles by location, top employers, skill sets, and even major!

To see Penn alumni on LinkedIn, search for "University of Pennsylvania" in the search bar, click on the link, and click on "alumni."

<https://careerservices.upenn.edu>

# Highlighted Resources

## *Career Planning Tools*

### Website Communities



Explore our industry and affinity communities to find specific resources, jobs, and advice about specific career fields. We also encourage you to log into the website using your PennKey to sign up for customized emails based on any of your communities of interest.

### Big Interview



Big Interview is an online system that combines training AND practice to help improve your interview technique and build your confidence.

PennKey required for access.

### Targeted Resume



Targeted Resume is a career platform that helps you tailor your resume to specific job openings. Upload your resume and job posting, and in 10 seconds, this tool will scan the job posting you're applying for and highlight keywords and skills your resume is missing.

You'll then be able to add these missing keywords into your resume and ensure your resume contains everything the employer is seeking. This increases the chance that your resume will pass the automated screening process.

### CareerExplorer



Penn Career Services has partnered with CareerExplorer to provide you with an inspiring, innovative and complete career discovery platform.

CareerExplorer's interactive, engaging 30 minute assessment matches you to our current database of over 800 careers.