



RICE | BUSINESS

CAREER DEVELOPMENT PLAN

<https://bit.ly/2sPOKKT>

Partner with the Career Development Office and follow these steps to define your career goals and devise an actionable plan.

CREATE A JOB SEARCH STRATEGY

Know yourself and what you are seeking

LINKS:

[CareerLeader](#)
[Industry Specific Resources](#)

Understand your strengths and what you are looking for in a career. Assessing your values and priorities will help you determine what is most important to you in a position or a company. Refer back to your CareerLeader results and be honest with yourself.

Treat your job search like a full-time job

LINKS:

[Resources & Tools](#)
[Business Information Center](#) [Vault](#)

Don't underestimate how much time the job search actually takes. Classes are important, but this is also a priority. Set aside time daily to conduct company research, create resumes/cover letters, attend info sessions, and build your professional network.

Attend recruiting events

LINKS:

[OWL-Careers](#)

Connect with company representatives and alumni through Info Sessions, Coffee Chats, and other On Campus Recruiting activities. Keep on top of these opportunities by referring to OWL-Careers to view details and RSVP to events.

Connect with JGSB alumni

LINKS:

[JGSB Alumni Database](#)
[Rice Business LinkedIn](#) [Sallyportal](#)

Learn from those who have gone before you. Our alumni are wonderful resources to connect to so you can understand more about different roles and learn about company culture. Be prepared and ask thoughtful questions.

Meet with an advisor

LINKS:

[OWL-Careers](#)

Advisors in the Career Development Office will be a key resource for you as you develop your strategy and plan for your job search. They can also help if you are not sure about your options and want to explore. Make an appointment in OWL-Careers.

GROW YOUR NETWORK

Be active in the student clubs

LINKS:

[Student Clubs](#)

Not only is this a good way to connect with peers outside of class, the clubs offer industry specific training and networking events.

Join professional networks

LINKS:

[Directory of Houston Professional Associations](#)

Membership is an easy way to network with industry professionals and uncover opportunities.

DEVELOP YOUR SKILLS

Think beyond the classroom

LINKS:

[Rice Events](#)

You will gain valuable skills from the academic curriculum, but be creative and flexible. Volunteer for an outside project or leadership role to gain tangible experience and marketable skills. Consider internship opportunities that provide true growth.

Polish

LINKS:

[OWL-Careers](#)
[Big Interview](#)

Attend workshops to improve skills that will impact your professional life. RSVP for sessions in resume writing, elevator pitch, networking, and LinkedIn. Schedule a mock interview with an advisor and perfect your presentation.

REACH YOUR GOAL

Apply

LINKS:

[OWL-Careers](#)
[MBA Exchange](#) [Relish MBA](#)
[GoinGlobal](#)

Put all of the things you have been learning, both academically and professionally, into motion. Market yourself and leverage your network to find hidden opportunities. Apply and keep on top of deadlines. Nail the interview. Get the job. Report back and update OWL-Careers with your offer.