EXPLORE OPTIONS

Here are some initial questions to ask yourself:
- How do you want to work with people?
- What population do you want to work with?
- Which of your interests and skills do you want to put to work?
- What environment do you see yourself working in?

Career Preparation
- Sign up for any of these FREE assessments with a peer advisor in Career Resource Room (CRR):
  - Strong Interest Inventory
  - Myers-Briggs Type Indicator
  - Focus 2
  - Strengths Finder
  - Career Leader
- Read library books in the CRR, such as: Career Opportunities in Education and Related Services, Careers in Social and Rehabilitation Services, Career Opportunities in the Non-profit Sector, and so many more!
- Browse through related career binders of our online career library, such as: Human Resources and Counselor
- Read Field/Occupation-specific handouts in our online Handout Hub
- Conduct Informational Interviews with professionals in your area of interest
  - What does a typical day in this profession look like?
  - What is the most rewarding part of your position?
  - What do you not like about your position?
- Meet with a Career Counselor to discuss your findings

Academic Preparation
- Speak with undergraduate academic advisor to ensure you are on track with your major
- Attend lectures, symposia, performances and conferences held in your department to gain insight into current trends
- Maintain a competitive GPA within your major
- Utilize campus resources (e.g., CLAS, professors/TA office hours, study groups or private tutoring)
- Meet with professors during office hours to discuss your career goals and learn about research opportunities

GET EXPERIENCE

Experience interacting with people in virtually any way will help your qualifications. Don't be too picky!

Connect with Career
- Sign up for Handshake and check out internships/part-time jobs
- Attend Career Services workshops (résumés/cover letters, job & internship search, interview strategies)
- Review Get Experience in Education & Human Services on Career website
- Attend annual Graduate & Professional School Day (November)

Internships/Part-time Employment/Volunteering
- Review Internship Toolkit on Handshake
- Check out www.Internships.com
- Sign up for your academic department's listserv
- Seek part-time job employment working with people
- Seek volunteer opportunities via the Community Affairs Board or the online 2-1-1 directory
- Join one or more student organizations via OrgSync
- Meet with counselor during CRR drop-in hours to review your résumé/cover letter

Research
- Connect with professors to obtain research assistant positions
- Review the Faculty Research Assistance Program (FRAP) directory for on-campus research opportunities
- Check out Undergraduate Research and Creative Activities (URCA) for opportunities to work with faculty

International
- Consider studying abroad through Education Abroad Program (EAP)
- Research international internship opportunities (ex: GoinGlobal)

Networking
- Attend a LinkedIn and Networking workshop
- Set up LinkedIn profile to build connections

Job Shadowing
- Identify opportunities and act on them
### Leadership
- Take on a leadership role in a **class project**
- Apply for a leadership role in a **student organization**
- Consider **Leadership Certificate Program (LCP)** offered through Office of Student Life

### Move Forward

#### Industry

**Connect with Career**
- Check out full-time jobs on **Handshake**
- Review **National Job Links, Job Search Tips & Guidelines** and **Accepting Offers** handouts on Career website

**Résumé/Cover Letter**
- Attend **Résumé/Cover Letter workshop**
- Meet with counselor during **CRR drop-in hours** to review your résumé/cover letter
- Attend **resume+** and have résumé reviewed by employer
- Make an **appointment with faculty** to review your résumé and ask for possible job leads to contact

**Interview**
- Attend **Interview workshop**
- Schedule ½ hour appointment at Career Services for **Mock Interview** (NOTE: limit one per quarter)

**Graduate/Professional School**
- Review **Graduate Schools Options** handout
- Research graduate programs at [www.gradschool.com](http://www.gradschool.com) or [www.petersons.com](http://www.petersons.com)
- Identify **application deadlines, prerequisites and graduate exam** (if applicable) for programs you are interested in applying to

#### Job Search

- Connect with recruiters by participating in following career events:
  - Quarterly **Career Fairs**
  - Employer **Info Sessions**
  - **On-Campus Interviews**

- Attend a **Job Search Strategies workshop**

#### Networking

- Attend **LinkedIn workshop**

#### Negotiation

- Review books in CRR such as **Negotiate Your Job Offer**

#### Curriculum Vitae (CV) / Letter of Recommendation

- Meet with a career counselor during ½ hour appointment to review your CV
- Identify recommenders and request **letters of recommendation**
- Prepare packets of information (ex: application deadlines, CV and SOP) to give to your recommenders

#### Graduate Exams

- Attend strategy session for GRE (if applicable)
- Investigate study preparation courses for your graduate exam (if applicable)

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**Statement of Purpose (SOP)**
- Attend **Writing a SOP workshop** through CLAS
- Review **rough draft of your SOP** with faculty
- Obtain critique of final draft of SOP by scheduling one **hour appointment** at Career Services (NOTE: limit one per quarter)

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**Career Services**

UCSB