

# Career Action Plan

## Junior Year

- ✓ Update your resume and UST Handshake profile.
- ✓ Gather references and letters of recommendation.
- ✓ Create a cover letter.
- ✓ Continue to gain experience through a part-time job or internship.
- ✓ Report your recent internship/jobs and give feedback to Career Services staff about the quality of the experience.
- ✓ Take on an officer role in clubs and organizations.
- ✓ Continue networking at career fairs and workshops on campus.
- ✓ Research graduate schools and entrance requirements if this is your future.
- ✓ Update your LinkedIn account and build a network with classmates, professors, alumni, etc.
- ✓ Clean up your online presence!
- ✓ Meet with the Career Counselor as needed for assistance with your professional development.

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