Career Development Plan

Freshman Year

Learn

☐ Attend resume/cover letter workshop at the USC Career Center and transition resume from high school to Marshall resume format.

☐ Meet with a USC Career Center advisor to review resume and discuss career exploration and available resources

☐ Attend USC Career Fair, Internship Week, and Career Fest.

☐ Attend Marshall Career workshops for 1st and 2nd years.

☐ Attend the Marshall Career Conference.

☐ Explore different career paths by attending Explore @ 4 information sessions at the USC Career Center and view faculty-led career videos on Marshall’s current student website.

☐ Gain international experience! Apply for:
  - Learning about International Commerce (LINC)
  - Winslow Maxwell Summer Internship Program
  - Global Fellows Program

☐ Plan ahead for summer internships – many applications are due in the fall or early spring.

☐ If returning to high school summer job, ask for more responsibilities (management, bookkeeping, office admin, marketing, etc.).

☐ Reach out to personal contacts to set up job shadowing opportunities during school breaks.

☐ INTERNATIONAL STUDENTS: Investigate requirements for CPT to legally work in U.S. during an internship.

Connect

☐ Complete your profile and learn how to use connectSC and the Marshall Career Source.

☐ Follow the USC Career Center and USC Marshall Undergraduate Student Services on Facebook, Twitter and Instagram.

☐ Research and join 1-2 student organizations.

☐ Start building experience by participating in volunteer activities, student organizations, on-campus employment, etc.

☐ Create a professional LinkedIn profile. Start by connecting with professors, alumni, classmates, and personal contacts.


☐ Use the Career Network alumni database through connectSC to practice networking and conduct informational interviews.

☐ Sign up for USC Career Center newsletters through connectSC.

☐ Take personality and skills assessments at the USC Career Center.

☐ Clean up social media profiles and check privacy settings.

marshallcareersource.com

@AllthingsSSO  allthingssso

USC Marshall Undergraduate Student Services
Career Development Plan

Sophomore Year

Learn

☐ Update resume with freshman year and summer experiences.
☐ Meet faculty outside of classroom to seek career advice.
☐ Take on a leadership role within a student organization.
☐ Meet with a career counselor to establish a career plan.
☐ Craft and practice your elevator pitch, personal story, and value proposition.
☐ Attend company information sessions to learn about career opportunities.
☐ Schedule a mock interview at the Career Center.
☐ Secure an internship for summer and register for an internship course if doing an unpaid internship.
☐ Consider applying for an international internship!
☐ Improve or maintain a strong GPA – grades matter for recruiting!
☐ Explore interest in one or more subject areas by taking upper division electives.
☐ Start thinking about graduate school options.

Connect

☐ Apply to the Career Advantage Program (CAP) for mentoring opportunities.
☐ Prepare for and attend the USC Career Fair.
☐ Attend the Marshall Recruiter Reception or Leventhal’s Meet the Firms event.
☐ Register for On-Campus Recruiting (OCR) through connectSC.
☐ Actively attend and participate in Internship Week events.
☐ Use iNet Internship Consortium and NACElink Extended Network through connectSC to search for internship opportunities.
☐ Connect with the Greif Center, Society and Business Lab, and Stevens Institute for additional networking opportunities.
☐ Stay in touch with employers you meet at recruiting events.
☐ Update your LinkedIn profile.
☐ Leventhal Students: Apply for Summer Leadership Programs with public accounting firms.

Research industries and companies through connectSC:
Career Center LibGuides
Vault.com
Career Access Resource Library

International Internship Programs:
Winslow-Maxwell Summer Internship Program
Global Fellows Internship Program (Career Center)
Marshall International Summer Internship Program (MISIP)
Career Development Plan

Junior Year

**Learn**

- **Read business and world news** daily to stay on top of current events.
- Take on a **leadership role** within student organization if you haven’t done so already.
- **Meet faculty** outside of the classroom to seek career advice.
- Perfect your **elevator pitch, personal story and value proposition speech**.
- Participate in industry and recruiting preparation **career workshops**.
- Prepare for industry-specific or **technical interviews** by doing mock interviews with alumni or seniors.
- Meet with a **Marshall career counselor** to discuss career goals and prepare for recruiting.
- Start researching **qualifying exams** for industry licenses, certifications, etc.
- Secure a **strategic internship for summer** that can lead to a full-time offer.
- Continue to maintain a **strong GPA** – grades matter for recruiting!

**Connect**

- **Apply to the Career Advantage Program (CAP)** for mentoring opportunities.
- Register for **On-Campus Recruiting (OCR)** through connectSC.
- Create a **search agent** through connectSC to be emailed jobs that match your criteria.
- Use the **iNet Internship Consortium** database and **NACElink Extended Network** through connectSC to search for internships.
- Prepare for and attend the **USC Career Fair** and **Internship Week** events.
- Register for the **Marshall Recruiter Reception** and Leventhal’s **Meet the Firms** event.
- **Send thank you messages** to all interviewers and/or a brief “nice to meet you” email for every business card collected.
- **Stay in touch** with employers you meet at recruiting events.
- Continue to update your **LinkedIn profile**.
- Meet with **graduate admission** representatives.
- Connect with alumni through the **Career Network** on connectSC.

**TRANSFER STUDENTS:**

Meet with a **career counselor** during your first few weeks at USC to create a recruiting plan and have your resume reviewed.

Your **first semester GPA** is very important, so focus on your academics!

**Start building USC experience** and involvement on your resume.

**INTERNATIONAL STUDENTS:**

Investigate requirements for **Optional Practical Training (OPT)** after graduation.
Learn

- Focus on and refine your personal branding.
- Update resume to reflect full college experience.
- Become President or E-Board member of a student organization.
- Meet with a Marshall career counselor to fine tune recruiting strategies.
- Read business and world news daily to stay knowledgeable about current events.
- Research industries and companies using Career Center Lib guides, Vault.com, and Career Access Resource Library to prepare for interviews and information sessions.
- Research starting salaries, cost of living expenses, and benefits packages to prepare for salary negotiation.
- Prepare for technical interviews by doing mock interviews with alumni or classmates.
- Consider applying for USC’s Renaissance, Global, or Discovery Scholars Programs.
- Prepare for graduate school admission by applying for programs and/or take the GMAT, GRE, LSAT, or MCAT.

Connect

- Register for On-Campus Recruiting (OCR) through connectSC.
- Prepare for and attend the USC Career Fair.
- Register for the Marshall Recruiter Reception or attend Meet the Firms for Leventhal students.
- Make a positive impression at company information sessions and recruiting events.
- Always follow up with employers and alumni you meet at recruiting events.
- Register with the USC and Marshall Alumni Association.
- Attend Marshall Alumni Association networking events.
- Secure a full-time job or graduate school admission.
- Give back, help others, and FIGHT ON!

TIP: Treat the job search like a class; set aside blocks of time each week dedicated solely to job searching.

INTERNATIONAL STUDENTS:

Apply for Optional Practical Training (OPT) after graduation.

Complete the Marshall Senior Survey in March and register to “walk” at Commencement.