**FIRST YEAR:**

- Develop good study habits and earn good grades since your GPA may be a key factor in securing internships and full-time jobs.
- Get to know your professors and academic advisor who may eventually serve as references.
- Review the Career Center’s list of services here: [http://www.sc.edu/career/](http://www.sc.edu/career/).
- Attend the Career Center’s Part-time Job Fair during Welcome Week.
- Attend USC’s Student Organization Fair and get involved on campus. Employers seek students who are active on campus and in the community. See the "How do I start?" section at [http://www.sa.sc.edu/studentorgs/involvement-at-usc/](http://www.sa.sc.edu/studentorgs/involvement-at-usc/).
- Make a point to stop by the Career Center to explore your major/career.
- Use the Career Center Resume Writing tip sheet and OptimalResume to build a professional resume. See [http://www.sc.edu/career/resume.html](http://www.sc.edu/career/resume.html). Visit the Career Center for a resume review.
- Investigate part-time and/or summer jobs using JobMate: [http://www.sc.edu/career/jobmate.html](http://www.sc.edu/career/jobmate.html).
- Attend job fairs. They are a good place to make initial contacts for internships.
- If you are considering medical school, law school or other pre-health professions, be sure to connect with the Office of Pre-Professional Advising: [http://www.sc.edu/oppa/](http://www.sc.edu/oppa/).
- Drop-In hours with Career Center staff are Monday – Friday, 1 – 4 p.m. for brief consultations.

**SECOND YEAR:**

- Continue to stay involved on campus through campus activities.
- Continue forming positive relationships with professors and advisors.
- Attend the Career Center’s Part–time Job Fair during Welcome Week.
- Explore career interests through information interviewing, Job Shadowing, or part-time jobs.
- Identify volunteer opportunities through the Office of Community Service Programs at [http://www.sa.sc.edu/communityservice/](http://www.sa.sc.edu/communityservice/) to increase your skills and gain experience.
- Discover career options in the Career Center’s Resource Room or through web resources at [http://www.sc.edu/career/Webresources/webresources.html](http://www.sc.edu/career/Webresources/webresources.html).
- Talk with a Career Center staff member about updating your resume and cover letter. Consider using OptimalResume.
- If you have a basic access account in JobMate, upgrade to a full access account, post your resume, sign up for campus interview schedules, and participate in resume referrals.
- Use JobMate to search for opportunities for internships or co-ops in your field that can help you test out your major/career choice. Continue to make contacts at job fairs and start looking for internships early.
- Obtain a summer job or internship in your field.
- If graduate school is in your future, explore initial research opportunities through the Office of Undergraduate Research: [http://www.sc.edu/our/](http://www.sc.edu/our/).

Visit our website: [www.sc.edu/career](http://www.sc.edu/career)
THIRD YEAR:

- Maintain a strong GPA in your major coursework.
- Continue forming positive relationships with professors and advisors.
- Pursue leadership roles in campus activities to enhance your “marketability” to employers. Learn more at http://www.sa.sc.edu/stlife/.
- Identify volunteer opportunities through the Office of Community Service Programs to increase your skills and gain experience: http://www.sa.sc.edu/communtyservice/
- Talk with a Career Center staff member about updating your resume and cover letter. Consider using OptimalResume.
- Sharpen your interviewing skills through a mock interview: http://www.sc.edu/career/interviewing.html.
- Attend fall and spring job fairs and begin networking for your senior year job search.
- Be sure your JobMate profile is current to maximize your referral opportunities. Upgrade your account from basic to full access if you have not already done so.
- Obtain an internship, co-op, or career-related experience to gain professional skills.
- Find out if graduate school is right for you and begin looking for programs that fit your career goals. Talk with a Career Center staff member to narrow your options and familiarize yourself with requirements and deadlines.
- Prepare for graduate school by exploring research opportunities through the Office of Undergraduate Research: http://www.sc.edu/our/.
- Drop-In hours with Career Center staff are Monday – Friday, 1 – 4 p.m. for brief consultations.
- Create a professional profile on LinkedIn.com, and have it reviewed by a Career Center staff member. Begin building your network, and follow groups in your prospective career fields or organizations that you may want to work for in the future.

FOURTH YEAR:

- Maintain solid grades.
- Talk with a Career Center staff member to make sure your resume and cover letter are tailored for a professional job search. Consider using OptimalResume.
- Regardless of your graduation date, plan to participate in on-campus interviewing in the fall and in the spring. The first deadline is early September.
- Sharpen your interviewing skills. Make an appointment to use InterviewStream for a mock interview. To learn more about InterviewStream, visit http://www.sc.edu/career/intstream.html.
- Network with recruiters at job fairs and information sessions.
- Talk with a Career Center staff member to develop job search strategies.
- Research employers, salary ranges, and relocation costs using web resources at http://www.sc.edu/career/Webresources/webresources.html.
- Select professors and supervisors to act as your references; discuss your plans with them.
- If graduate or professional school is in your future, take graduate admissions tests and apply to graduate programs.
- Drop-in hours with Career Center staff are Monday – Friday, 1 – 4 p.m. for brief consultations.