The Career Center offers these services & opportunities and suggests taking advantage of them. It is a flexible list: students move at different paces & can decide what steps work best for them at different stages.

First Year:

• Visit the Career Center (located on the 3rd floor above the Bay Tree Bookstore) to discover what services are available
• Research majors by using the General Catalog & explore the “What can I do with this Major...” tool
• Identify your personal & professional values, interests, & skills by taking one of our assessments
• Get involved with a student organization & search for volunteer opportunities in your fields of interest
• If you’re looking for part-time employment, search the Employee Request (ER) System for on-campus jobs & SlugQuest for off-campus employment
• View the Career Center events calendar to attend workshops & scout out how others interact at career or graduate fairs

Second year:

• Visit the Career Center to connect with a career adviser & reacquaint yourself with the services we offer
• Create or update your resume with a peer adviser during drop-in hours
• If you are undecided about your major or are considering changing it, meet with a career adviser as soon as possible
• Begin developing relationships with faculty by visiting their office hours & speaking to them after class (you’ll need letters of recommendation before you know it)
• Consider taking on more responsibility in a student organization, your college, or as a volunteer
• Begin searching for both on- & off-campus internships; meet with our internship adviser for guidance
• If you’re looking for part-time employment, search the Employee Request System or SlugQuest
• Begin to research companies & industries through informational interviewing & Career Beam
• View the Career Center events calendar to attend workshops & career fairs
• Visit the International Education Office (IEO) to consider study abroad programs
• Meet with an adviser if you are considering graduate or professional school to ensure you are academically on track with your coursework & grades
Third Year

- Visit the Career Center & connect with a career adviser to further explore your career opportunities & prepare for interviews
- Research current occupational information using Career Center online resources
- Begin or continue to develop relationships with your professors - they are a great resource to obtain a research position or letter of recommendation
- Take a leadership role in a student organization, college, or as a volunteer
- Find part-time employment using the ER system or SlugQuest
- Apply for an internship; meet with the internship adviser to find on- & off-campus internships
- Look into field study programs, internship opportunities, or research positions in your department
- Research graduate schools & admission requirements; meet with a career adviser who specializes in your field of interest
- Take a practice graduate school entrance exam (GRE, LSAT, MCAT, etc.)
- Learn how to network effectively, create a LinkedIn profile & conduct informational interviews
- Obtain a meaningful summer job or internship related to your major or career interests - the sooner you start looking, the better
- View the Career Center events calendar for workshops and attend a career fair

Fourth Year

- Use informational interviews to have in-depth insight about your field of interest
- Start your job search early (ideally in fall quarter); meet with a career adviser to create a targeted job search
- Finalize all required job application materials (resume & cover letter) & have them reviewed by an adviser
- Decide early on your best option after graduation & create back up plans (just in case!)
- Take the appropriate graduate school entrance exams
- Solidify your relationships with faculty & talk to them about letters of recommendations & set up an Interfolio account to store your letters
- Research market trends & salary expectation for your industry & career of interest
- Network with employers by attending a career fair with your reviewed resume
- Make sure to network effectively, create a LinkedIn profile & conduct informational interviews
- Prepare for interviews by identifying your relevant skills & interests from past experience; meet with a career adviser
- Extensively use both the Career Center’s job search tools & external job search resources
- Receive feedback on your LinkedIn profile from a career adviser and connect with the UCSC Alumni Group on LinkedIn

Next steps...

- Check out our events calendar at careers.ucsc.edu
- Have your resume ready at career & internship fairs.
- Schedule an appointment with a career adviser!

More Guides from the Career Center:

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