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EXPERIENCE

COLLEGE TO
CAREER JOURNEY



Career Services

UNIVERSITY OF COLORADO **BOULDER**

STEP ONE EXPLORE OPPORTUNITIES

- ☐ Use Career Services resources to **explore future career options**.
- ☐ Explore academic options and narrow down your interests with the **Majors Card Sort** or **What Can I Do With This Major** tools.
- ☐ Create or update your resume using **VMock**.
- ☐ Learn how to build professional skills that will appeal to future employers and make a plan for developing these skills through the **Skills for Success program**.
- ☐ Join a **student organization** or **volunteer** to further explore your interests and develop your skills.
- ☐ Complete the **YouScience** assessment and review your top recommended careers and majors.
- ☐ Create a profile on **Handshake** to explore internships and part-time jobs and stay informed about events and workshops.

STEP TWO START SEEKING PROFESSIONAL EXPERIENCE

- ☐ Gain professional experience through **Buff Works**, a job simulation (such as **Forage**), a part-time job or job shadowing. Attend a **workshop** or explore online resources, such as **Handshake** or **FirstHand**, to find opportunities.
- ☐ Attend **events** that feature alumni and employers to learn more about the world of work.
- ☐ Practice for interviews with **Interview Prep**. You can share your recording with trusted advisors for on-demand feedback.
- ☐ Make a profile on **LinkedIn** and use VMock's **Aspire** tool to optimize your profile. Stop by Career Services to use the **free photo booth** and add a headshot to your profile.
- ☐ Connect with CU Boulder alumni on the **Forever Buffs Network**.
- ☐ **Build career-relevant skills** by taking on a leadership role in a student organization, getting a part-time job or internship or participating in programs that build skills. Know what job you want? **Request a personalized skills report** to find out what skills employers want when hiring that role.
- ☐ Consult with Career Services if you are considering medical school, law school or other graduate school options to learn about timelines and preparation.
- ☐ Grow your professional network through **informational interviews**.

WHERE WILL YOU ROAM?

STEP THREE EXPAND YOUR PROFESSIONAL EXPERIENCE

- ❑ Apply for internships and other experiences using **Handshake**.
- ❑ Participate in **workshops** to learn how to tailor your resume and cover letter to highlight your skills and create your search strategy.
- ❑ Revise your resume using **VMock**. Remember to feature relevant skills for the work you want, and upload your resume to **Handshake**. Make sure your profile is visible to employers.
- ❑ Attend **career fairs and employer events** in your field of interest.
- ❑ Continue building your professional network. Identify professional organizations and associations using **What Can I Do With This Major** or **FirstHand** related to your career interests.
- ❑ Check in on your Skills for Success skill-building plan. Are you building a balance of both **foundational and technical skills**? Do you know which skills are required for the career you'd like? If you need a refresher or an update to your plan, request a **skills report** to see which skills you should be building now and learn how to **build career-relevant skills**.

STEP FOUR FINISH STRONG

- ❑ Start your full-time job search six to nine months before graduation. By starting early, you can break down the big task of finding a job into smaller, manageable tasks.
- ❑ Attend Career Services' **workshops** to clarify your job search strategy and find out how to highlight your skills in the job search.
- ❑ **Talk with potential employers** throughout your final year at CU Boulder, and attend **career fairs** and employer-related events.
- ❑ Gather examples of how you **use your professional skills** for interviews and resume bullet points.
- ❑ Polish your resume with **VMock** and work on your interview skills with **Interview Prep**.
- ❑ Connect with Career Services if graduate or professional school is your next step after graduation to **plan your application process**.



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