Guide for All Years

Explore
- Meet with Career Advancement Staff to discuss your interests, strengths, dreams, goals, and ideas
- Attend career exploration programs
- Join RSOs and gain volunteer experience
- Apply for term-time employment opportunities
- Learn about UChicago Careers In...
  - Art
  - Business
  - Education Professions
  - Health Professions
  - Journalism
  - Law
  - Public & Social Service
  - Science & Technology
- Read the Career Advancement Self-Assessment Guide
- Use the Career Advancement website and event calendar to stay up to date

Prepare
- Have your resume reviewed at Career Advancement
- Practice writing targeted cover letters
- Practice interviewing with Career Advancement staff
- Attend Career Advancement resume and cover letter workshops

Research
- Meet with Career Advancement staff to discuss industries, research techniques, and specific opportunities
- Build your network. Talk to professors, friends, family, and use the online alumni directory
- Explore the websites of various organizations & professional associations
- Join Career Advancement industry email list hosts
- Use Career Advancement Career Resource Library

Apply
- Create a Chicago Career Connection account
- Utilize online job databases
- Talk with Career Advancement staff about:
  - Alternative career sites
  - Independent job searches
  - Research grants and fellowship opportunities

Evaluate
- Attend workshops & see Career Advancement staff to learn about choosing an offer & negotiating salaries

Guide for Specific Years

First Year
Explore ideas & learn about new fields. Dream large & work with Career Advancement to develop strategies. Get involved in on-campus activities. Think outside the box to plan for a meaningful summer. Consider opportunities where you can network, build skill sets, and learn about specific careers.
- Attend Career Advancement orientation
- Create an account and learn to use CCC
- Apply for Alumni Board of Governors externships
- Discuss possible majors with faculty and advisors
- Start a career log and keep it all four years - include contacts, jobs applied for, and ideas
- Apply to UChicago Careers in Business (if relevant)

Second Year
Continue researching industries & jobs. Take on increasing responsibilities with RSOs & in your residence hall. Take risks & learn about new fields. You are on your journey - work with Career Advancement to experience new areas & advance your search.
- Attend Taking the Next Step in January
- Apply for Alumni Board of Governors externships
- Talk to academic advisors to refine your choice of major
- Arrange a practice interview
- Update your resume
- Check the Career Advancement website for resources & information
- Apply for internships, including Metcalf opportunities

Third Year
Set general career goals/plans, but be open to new opportunities & interests. You may decide on a definite plan, or you may just rule out some fields & explore others.
- Apply for internships, including Metcalf opportunities
- Register for standardized tests (for grad school)
- Meet with professors to solidify academic interests
- Ask professors and employers to serve as references
- Open an Interfolio account for letters of reference

Fourth Year
Craft post-graduation plans (eg a job, grad school, gap year program, or travel). Write targeted cover letters & resumes. Complete at least one meaningful professional experience.
- Learn how to choose among opportunities
- Learn how to negotiate salaries and benefits
- Ask professors & employers to serve as references
- Apply to graduate school (if relevant)
- Contact Career Advancement when you get your position
Career Advancement Information
• Peruse the Career Advancement website for extensive information and resources
• To make an appointment at Career Advancement, call 773-702-7040
• Visit Career Advancement in person Monday-Friday, 8:30-5:00,
• Schedule a same day appointment—just log into Chicago Career Connection
• Undergraduate walk-in hours are held Monday-Friday, 3:00 – 4:45p.m.—sign up at the 2nd floor reception desk for the next available appointment.

Career Advancement Resources
All can be found online on the Career Advancement webpage
College Sponsored Opportunities
• Alumni Board of Governors Externships
• Jeff Metcalf Fellowship Program
• Brown Service Learning Award
• Human Rights Internship
• Journalism Internship Grants
• Research and Fellowship Opportunities
• Summer Action Grants
• International Experience Grants
• Summer Links
• Summer International Travel Grants
• Departmental Grants (Talk to professors about grants available through specific academic departments)
• Summer Arts Council Grants
• PRISM Grants for the following majors: ANTH, ARTH, ENGL, HIST, CHDV, PHIL, PLSC, PSYC
• Civic Knowledge Project

Internship and Summer Job Databases
• Chicago Career Connection Jobs
• University Career Action Network (Access the database from your CCC account)
• Nationwide Internship Consortium (Access the database from your CCC account)
• Student Employment (https://studentemployment.uchicago.edu)

Application Career Advancement Handouts (available on the Career Advancement website)

UChicago Pre-Professional Programs
• UChicago Careers in the Arts
• UChicago Careers in Business
• UChicago Careers in Higher Education
• UChicago Careers in Health Professions
• UChicago Careers in Journalism
• UChicago Careers in Law
• UChicago Careers in Public and Social Service
• UChicago Careers in Science and Technology

This is a general overview applicable to most students. For some students, the timetable may be different. Meet with a Career Advancement counselor to discuss your own interests, background, and aspirations.