



USC Price Undergraduate Student Career Development Plan Check List

Freshman Year

- ☐ Register for and learn how to use **PriceNet and connectSC**
- ☐ Apply for a mentor through the **Professional Mentor Program**
- ☐ Attend **resume** and **cover letter writing** workshops/advising sessions both at the USC Price Office of Career Services and the USC Career Center
- ☐ Purchase personalized Price **business cards** and your **gold name tag** from the USC Price Office of Career Services
- ☐ **Transition** from high school to college resume format
- ☐ Research and join 1-2 **student organizations** within top areas of interest
- ☐ **Start building experience** by participating in volunteer activities, student government, on-campus employment
- ☐ Take **personality and skills assessments** at the USC Career Center
- ☐ Attend on campus **career fairs, Internship Week** and **Career Fest**
- ☐ Look out for Price Office of Career Services **newsletters**
- ☐ Sign up to receive USC Career Center **newsletters**
- ☐ Explore different career paths by attending **Explore@4** information sessions at the USC Career Center
- ☐ Follow the USC Career Center on **Facebook** and/or **Twitter**
- ☐ Create a **LinkedIn** profile by highlighting professionally relevant information. Start connecting with professors, alumni, classmates, and personal contacts
- ☐ Use the **Trojan Network alumni database** through connectSC and join the **Price School Alumni page** on LinkedIn to practice networking and conduct informational interviews
- ☐ Job shadow during **Externship** week
- ☐ **Plan ahead for summer internships** – many applications are due in the fall or early spring
- ☐ **Secure a summer internship** – it's never too early!
- ☐ If returning to high school summer job, **ask for more responsibilities** (managements, office administration, marketing, etc.)
- ☐ **International Students:** Investigate requirements for **OPT** and **CPT** to legally work in US