

MY CAREER ACTION PLAN

List **three goals or objectives** that are important to you and indicate what steps you will take toward achieving them.

Examples of Goals:

- Learn more about what careers I might be interested in pursuing.
- Find a full-time job in _____ industry.
- Gain relevant skills and experience to be more marketable for a _____ career.

Goal #1: _____

What 3 steps will you take to achieve this goal? (Think about what you've learned today and see reverse for additional suggestions)

1. _____
2. _____
3. _____

How much time per week will you spend? _____ What days/times? _____

When will you start? _____ When is your target completion date? _____

Who can help you or introduce you to someone who can? (Think of friends, relatives, current/former coworkers, teachers, supervisors, counselors, etc.)

Goal #2: _____

What 3 steps will you take to achieve this goal?

1. _____
2. _____
3. _____

How much time per week will you spend? _____ What days/times? _____

When will you start? _____ When is your target completion date? _____

Who can help you or introduce you to someone who can? _____

Goal #3: _____

What 3 steps will you take to achieve this goal?

1. _____
2. _____
3. _____

How much time per week will you spend? _____ What days/times? _____

When will you start? _____ When is your target completion date? _____

Who can help you or introduce you to someone who can? _____

SUGGESTED ACTION STEPS

Stay On Track

- Utilize a [Job Log](#) to keep job search efforts organized.
- Schedule a [1-on-1 career coaching appointment](#) with a Career Coach (for all career-related topics include career assessments and exploration, job/internship search support, resume/cover letter review, mock interviews, graduate school application process).

Prepare for Job Search Success

- Update your Resume (create master and targeted resumes for each position).
- Use the [Career Toolkit](#) or [Virtual Career Guide](#) for guidance on your Resume.
- Write and receive feedback on a Cover Letter.
- Use [Career Toolkit](#) or [Virtual Career Guide](#) for guidance on your Cover Letter.
- Practice your interview skills with friends, family, and/or [schedule a mock interview with a Career Coach](#).

Search and Apply for Jobs

- Attend the [Southern Nevada Career Fair](#) or other [Career Events](#).
- Leverage Handshake and other Job Search Tools to look for available opportunities.
 - [Handshake](#)
 - [LinkedIn](#)
 - [Google Jobs](#) function
 - Glassdoor, CareerBuilder, Indeed.com, Monster, USAjobs.gov, and others
- Visit Industry-Specific Job Sites to search and apply for relevant openings.

Expand Your Network

- Schedule [Informational Interviews](#) with professionals in fields/industries of interest.
- Brainstorm who is already in your personal network who can give you info and guidance.
- Create/enhance your [LinkedIn](#) profile.
- Utilize LinkedIn to expand your network, explore careers, and connect with jobs.
- Join a relevant professional association and attend its workshops and conferences.

Explore Career Options

- Take the [FOCUS-2 Assessment](#) (Access Code: Rebels) to assess your personality, interests, skills, and values to determine what occupations are a good "fit"
- Visit the [UNLV Career Library](#) to research career options in fields/industries of interest
- Research companies using [Glassdoor.com](#), [Good.co](#), and [LinkedIn.com](#)
- Research occupations using [ONETonline.org](#)