**FIRST YEAR - ASSESS**

- Register for ASCJOBNET list serve, connectSC and Annenberg Career Link.
- Attend a resume and cover letter workshop at the USC Career Center and make an appointment with an Annenberg career counselor for one-on-one career advising.
- 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, etc.
- Check out career resources and links on the Annenberg Career Development website.
- Take personality and skills assessment at the USC Career Center or through Annenberg.
- Attend the USC Career Fair, Internship Week, and Career Fest.
- Sign up for the USC Career Center newsletters.
- Explore different career paths by attending Explore @ 4 information sessions at the USC Career Center.
- Follow the USC Career Center and Annenberg Career Development on Facebook and Twitter.
- Reach out to personal contacts to set up job shadowing opportunities during school breaks.
- Plan ahead for summer internships – many applications are due in the fall or early spring.
- INTERNATIONAL STUDENTS – Investigate requirements for OPT and CPT to legally work in the U.S.
- Clean up social media profiles and check privacy settings.

**SECOND YEAR - EXPLORE**

- Update resume with freshman year and summer experiences.
- Actively check and utilize connectSC and Annenberg Jobs and Internships of the Day emails.
- Register for On-Campus Recruiting (OCR) and Career Center newsletters through connectSC.
- Take on a leadership role within a student organization.
- Meet with an Annenberg career counselor to establish a career plan.
- Explore interest in one or more subject areas by taking upper division electives.
- Meet faculty outside of classroom settings (i.e. during office hours) to seek career advice.
- Attend career workshops to learn about networking, job searching strategies, interviewing, evaluating and negotiating job offers, etc.
☐ Attend the Annual Annenberg Career Connection Jobs and Internships Fair in the spring.
☐ Prepare for and attend the USC Career Fair (in fall and spring).
☐ Attend company information sessions to learn about career opportunities.
☐ Actively attend and participate in Internship Week events.
☐ Stay in touch with employers you meet at recruiting events.
☐ Gain international experience by participating in a semester-long or summer Annenberg International Program. Add it to your resume!
☐ Participate in the USC Career Center’s First-Generation College Student Mentor Program if qualified.
☐ Consider and apply for an international internship program such as the USC Global Fellows Internship Program.
☐ Continue to update your LinkedIn profile and add more professors, alumni, classmates, etc.
☐ Connect with Trojan Entertainment Network, Annenberg Innovation Lab, ATVN, and Neon Tommy for additional networking opportunities.
☐ Continue reaching out to alumni through the Career Network via connectSC.
☐ Start thinking about graduate school opportunities.
☐ Secure an internship for the summer.
☐ Apply for the Annenberg Advantage mentor program for junior year.

THIRD YEAR - DEVELOP
☐ Continue to update your LinkedIn profile and add more professors, alumni, classmates, etc.
☐ Continue reaching out to alumni through the Career Network on connectSC.
☐ Keep in touch with your Annenberg Advantage mentor.
☐ Consider applying for a study abroad program through Annenberg International Programs.
☐ Register for On-Campus Recruiting (OCR) through connectSC.
☐ Meet with the Annenberg Career Development team to discuss career goals and prepare for your job search.
☐ Participate in career workshops (both from Annenberg Career Development as well as the USC Career Center) to learn more about networking, job searching, interviewing, evaluating and negotiating job offers, etc.
☐ Perfect your elevator pitch.
☐ Read trade publications relevant to your field of interest to stay on top of current events.
☐ Prepare for and attend the USC Career Fair and Internship Week events.
☐ Send thank you notes to all interviewers and/or a brief “nice to meet you” email for every business card collected.
☐ Create a search agent through connectSC to be emailed jobs that match your criteria.
☐ Prepare for interviews by doing mock interviews with the Annenberg...

Take advantage of the Career Network through the USC Career Center!

International Internship Programs & Study Abroad Opportunities through USC:
- USC Global Fellows Internship Program
- Annenberg International Programs
  - London
  - Hong Kong
  - Amsterdam
  - Buenos Aires
  - Sydney
  - Auckland
  - ICS (Summer in London, Paris, Istanbul, Prague)
  - Cuba (Summer)

TRANSFER STUDENTS:
Meet with a career counselor during your first few weeks at USC to create a recruiting plan and have your resume reviewed.

Start building USC experience and involvement on your resume.
Career Development team.
☐ Attend the Annual Annenberg Career Connection Job and Internship Fair in the spring.
☐ Apply for the Annenberg Advantage mentor program for senior year.

FOURTH YEAR - IMPLEMENT
☐ Focus on your personal branding.
☐ Actively check and utilize Annenberg Career Link, Annenberg Jobs and Internships of the Day emails, connectSC, and external job boards.
☐ Register for On-Campus Recruiting (OCR) through connectSC.
☐ Continue in a leadership role within a student organization.
☐ Meet with a career counselor to fine tune job search strategies.
☐ Read trade publications that are relevant to your field of interest to stay on top of current events.
☐ Meet faculty outside of the classroom (i.e. during office hours) to seek career advice.
☐ Make a positive impression at company information sessions and recruiting events.
☐ Prepare for and attend the USC Career Fair.
☐ Attend the Annual Annenberg Career Connection Job and Internship Fair in the spring.
☐ Always follow up with employers and alumni you meet at recruiting events.
☐ Research starting salaries, cost of living expenses, and benefits packages to prepare for salary negotiations.
☐ Clean up social media profiles and check privacy settings.
☐ Continue to update your LinkedIn profile and add more professors, alumni, classmates, etc.
☐ Consider applying for USC’s Renaissance, Global, or Discovery Scholars Programs.
☐ Conduct informational interviews with Annenberg alumni (meet with Annenberg Career Development for leads).
☐ Register with the USC and Annenberg Alumni Association.
☐ Give back, help others, and Fight On!

International Students:
Investigate requirements for Optional Practical Training (OPT) and Curricular Practical Training (CPT) through the USC OIS office.

TIP: Treat job searches like a class; set aside blocks of time each week dedicated solely to job searching.