



# MASTERS EXECUTE

## CAREER ACTION PLAN

### 1 CREATE A JOB SEARCH STRATEGY

#### KNOW YOURSELF & WHAT YOU ARE SEEKING

Career values will help you determine what is most important to you in a position and/or company.

#### TREAT YOUR JOB SEARCH LIKE A FULL-TIME JOB

Searching for a job can be time-consuming. Set aside time daily to conduct career research, prepare your resume/CV, contact companies and build your professional network.

#### ATTEND RECRUITING EVENTS

Meet employers and grow your professional network. Check the CCD calendar and RICElink for details about company information sessions and other events.

#### CONNECT WITH RICE ALUMNI

Join the OWL Career Mentor Network (LinkedIn). Plan to attend a LinkedIn Session to learn more about the benefits, resources and building a professional profile.

#### MEET WITH A CAREER COUNSELOR

Career counselors can be a key resource to help you develop your strategy and plan for your job search. They are also helpful if you aren't sure what you want to do, or if you plan to switch fields.

### 2 GROW YOUR NETWORK



#### CONSIDER RESEARCH OPPORTUNITIES

Participating in current research is a great addition to your resume and CV. Utilize your cohort and departmental faculty to explore research that will benefit your career aspirations. Rice has many opportunities to get involved with cutting-edge research project.



#### CONNECT WITH OTHER FACULTY (BESIDES YOUR ADVISOR)

Make time to meet with faculty and discover information that can help you connect with the industry or company in your field of interest. Most faculty members have connections to specialized fields and can be a valuable resource for information and opportunities.



#### JOIN PROFESSIONAL ASSOCIATIONS

Membership is an easy way to network with industry professionals and uncover opportunities.

### 3 FOCUS ON PROF. DEVELOPMENT



#### BOOST LEADERSHIP

Take on an active role in a student organization, such as the GSA.



#### PARTICIPATE IN RICE TRADITIONS

Create lasting bonds with undergrads, grads, faculty, & alumni through campus events.

### 4 PARTICIPATE IN EVENTS



#### WORKSHOPS

Improve skills in resume/CV writing, interviewing and networking.



#### MOCK INTERVIEWS

Schedule a mock interview session to polish your interviewing skills.



#### GRADUATE & POST-DOCTORAL STUDIES

Engage with GPS to better prepare for your career path.

### 5 STAY CONNECTED WITH CCD

#### STAY UPDATED

@RiceCCD



#### READ & WATCH

OccupiedWithLife.blogs.rice.edu • TheCCDRice



#### INTERACT WITH ALUMNI

Join the OWL Career Mentor Network



#### WEBSITE & EVENTS CALENDAR

ccd.rice.edu • ccd.rice.edu/calendar



### APPLYING YOUR MASTER'S EXPERIENCE ON YOUR RESUME

- What skills have I gained during my graduate studies?
- Which experiences throughout my graduate studies would help me with this position?
- How can I best translate my academic endeavors into industry terms?
- How does my education set me apart from other applicants?
- What academic projects I have worked on may mirror projects in the organization?

#### To Do While @ Rice:

- meet w/career counselor to develop job search plan
- determine career values
- network w/ professionals in area of career interest(s)
- start job search in the fall of your second year
- attend recruiting events hosted by the ccd



# RICE

Center for Career Development