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