

Four-Year Career Success Plan

Welcome to your journey towards career success! This plan is designed to serve as your suggested road map as you navigate through your academic years and prepare for your career. Whether you are just starting your college journey, taking your credits at a different pace, or are already well into your academic pursuits, this document will help you strategize for your future.

By following this plan, you'll stay on course to identify your career goals, but also build the skills, gain the experiences, and create the networks needed to achieve them. Let's embark on this journey together—your future starts here.

1-30 credits

Fall Semester

- ☐ Create a first draft of your resume.
- ☐ Activate your UMB Handshake account—fill out your profile and upload your resume draft.
- ☐ Attend the Student Involvement Fair and analyze student organizations to join.
- ☐ Attend Introduction to MAP—a great first MAP event!
- ☐ Attend at least 1-2 additional MAP events.

Spring Semester

- ☐ Make an appointment at ACES to review your resume.
- ☐ Create a LinkedIn Profile.
- ☐ Upload your final resume to both Handshake and LinkedIn.
- ☐ Attend at least one career development event.
- ☐ Pursue a job or internship relating to your studies. Any experience is good experience!
- ☐ Attend at least 2-3 MAP events.

31-60 credits

Fall Semester

- ☐ Draft your first cover letter.
- ☐ Develop your resume highlighting student club activity, classroom project work, and other noteworthy accomplishments.
- ☐ Attend the Business, Finance, and Accounting Expo.
- ☐ Identify internship areas of interest.
- ☐ Attend at least 2-3 MAP events.
- ☐ Attend the Campus Employment Fair, Student Involvement Fair, and join a club.

Spring Semester

- ☐ Review your resume, cover letter, and LinkedIn profile with career services.
- ☐ Prepare for your internship. Use Handshake to discover and apply for opportunities.
- ☐ Look for part-time summer jobs pertaining to your career interests if you do not secure an internship, such as the [BEST Boston Program](#).
- ☐ Attend at least one spring Career Expo.
- ☐ Attend at least 2-3 MAP events.
- ☐ Increase your campus involvement through volunteer opportunities or finding a job.

61-90 credits

Fall Semester

- ❑ Search for an internship, review your resume and cover letter, and prepare for internship interviews.
- ❑ Research organizations of interest using Handshake, LinkedIn, or Glassdoor and conduct informational interviews.
- ❑ Attend at least 2-3 career-focused MAP events.
- ❑ Explore graduate school options including Accelerated Master's Programs (AMP) here at UMass Boston.
- ❑ Prepare for job interviews by attending workshops and signing up for mock interviews.
- ❑ Attend the Business, Finance, and Accounting Expo.
- ❑ Enhance your LinkedIn profile to help market yourself and connect with UMass Boston alumni at target employers.
- ❑ Join BEACONconnect to find UMass Boston alumni in your field.

Spring Semester

- ❑ Pursue part-time summer jobs pertaining to your career interests if you do not secure an internship, such as the [BEST Boston Program](#).
- ❑ Attend at least 2-3 career-focused MAP events.
- ❑ Pursue professional certifications you might need such as a CPA or CFA.
- ❑ Start GMAT preparations if planning to go to graduate school.

91-120 credits

Fall Semester

- ❑ Build your list of professional references or letter of recommendation list by reaching out to academic and professional contacts.
- ❑ Stay actively engaged with Career Services to ensure your resume, cover letter, LinkedIn profile, networking strategies, and market research are all expertly developed.
- ❑ Attend at least 2-3 career-focused MAP events.
- ❑ Maintain up to date professional LinkedIn Profile and build new connections.
- ❑ Attend at least one networking event to help build your professional exposure.

Spring Semester

- ❑ Attend at least 2-3 career-focused MAP events.
- ❑ Complete the graduation survey for ACES and the College of Management. You must complete the university First Destination Survey and additional College of Management Survey prior to graduation!
- ❑ Attend at least one networking event to help build your professional exposure.

We are here to help!

Students with over 60 credits or are a part of the LEAD, TRAIL, or 3YD Learning Communities:

Advising Contact:
College of Management Undergraduate Program Office
617.287.7760
upo@umb.edu
McCormack Hall, fifth floor, suite 610

Career Services Contact:
College of Management Director of Career Services:
Patrick Nelson
patrick.nelson@umb.edu

Students with fewer than 60 credits:

Advising and Career Services Contact:
ACES
617.287.5500 | aces@umb.edu
aces.umb.edu
Campus Center
First Floor, Suite 1300