



Freshman

Career Planning Guide

1. **Know where to find the UVF Academic Catalog** for your entry year. The catalog includes:
 - Academic Calendar & Policies
 - Degree requirements
 - Important phone numbers
 - Other important institutional information
2. **Read the Student Handbook.** Knowing what the university expects of you is no different than knowing what an employer will expect of you someday!
3. **Do your homework!** Grades matter. You are not only learning important information for your future career but you are also learning valuable time management skills.
4. **Show up to class.** Someday an employer will expect you to show up if you want to be paid for your work. Showing up to class is both required and shows your professors you are ready to learn.
5. **Look into opportunities outside the classroom** to learn critical relational and technical skills. Keep track of what you do starting now! Experiences, activities, and leadership roles can all play a part in building your resume.
6. **Ask for help!** If you are struggling with your courses or you are unsure if you are in the right degree program, ask your advisor and professors about alternatives available to you.
7. **Read the Bible** – Spend time with Jesus every day to truly understand **His Gospel**

Romans 1:16 *“For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile.”*



Sophomore

Career Planning Guide

1. **Finalize** your major choice.
2. **Evaluate electives** to see what minors might be beneficial.
3. Become familiar with the range of **career choices within your major**.
4. **Consider** joining a club on campus
5. **Explore** leadership roles on campus
6. Look into part-time jobs that will **build** critical thinking skills & experiences.
7. **Read the Bible** – Spend time in **His Presence** everyday by diving into the word on a daily basis.

John 15:5 *“I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.”*



Junior

Career Planning Guide

1. Begin **building** your resume
2. **Assess** your strengths and weaknesses
3. Get **experience** by volunteer positions, or an off campus part-time jobs
4. **Network** with potential employers
5. **Plan** for the future
6. **Search** for internships (if applicable)
7. **Read the Bible** – Spend time learning what it means to be walking in **His Ways** by reading your bible with intentionality.

Matthew 4:19 “Come, follow me,” Jesus said, “and I will send you out to fish for people.”



Senior *Career Planning Guide*

1. **Finalize** your resume for distribution to potential future employers
2. Re-take personality test and **compare** results
3. Know your **strengths and weaknesses**
4. **Expand** on network of professional contacts
5. Begin to gather **professional** references and recommendation letters
6. **Consider** post-grad plans (graduate school)
7. Know who your **loan provider** is and when student loan payments will begin
8. **Complete** internships (if applicable)
9. **Read the Bible** – Spend time reading the word to prepare yourself to live out **His Mission** everyday.

Acts 1:8 *“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”*