

This monthly Career Preparation Checklist is a guide for incoming MCS, MSWE, MDS, and MHCID students to initiate their professional development or advancement plan. By following these monthly action items, you can begin creating a foundation for your career development, positioning yourself for opportunities throughout the year.

### Action Items

#### July

- ☐ **Jul 1:** Attend **Empower Hour Option 1:** Intro. to Career Development & Building your Career Blueprint Information Session (Register [here](#))
- ☐ **Jul 1:** Activate **CODE** (Required for MCS, MSWE, MDS, MHCID)
- ☐ **Jul 1:** Activate **Interstride** (International Students + Working Abroad)
- ☐ Create/update your **Master Resume** with recent experiences, projects & skills relevant to target job. (See [samples/templates here](#))
- ☐ Create/update your **LinkedIn** profile. Add a summary to highlights your skills; add your academic/professional achievements
- ☐ Review the **Skills Builders & Resume Boosters** list & plan time to do activities that suit your needs

#### August

- ☐ **Aug 1:** Attend **Empower Hour Option 2:** Intro. to Career Development & Building your Career Blueprint Information Session (Register on [CODE](#))
- ☐ **Aug 11:** Activate **Handshake** (Required for UCI Career Fairs)
- ☐ **Aug 11:** Upload & scan master resume in **BigResume** (within Big Interview). Revise your resume based on feedback & suggestions.  
*\* Students must reach a "Silver" score before booking a resume review appointment with the Career Development Team.*
- ☐ **Aug 12:** Begin attending workshops in **Career Kickstart Series**
- ☐ List your **top 10-15 Target Companies** & identify potential contacts
- ☐ Build/update your **Professional Portfolio(s)** on sites like:  
MCS/MSWE - [GitHub](#) // MDS - [Kaggle](#) // MHCID - [Behance](#)
- ☐ Prepare for **Technical & Situational/Behavioral Interviews**  
MCS/MSWE - [LeetCode](#), [Pramp](#) // MDS - [InterviewQuery](#)  
MHCID - Get familiar with [different types/formats of interviews](#)

#### September

- ☐ Continue attending workshops from **Career Kickstart Series**
- ☐ Set up **Job Alerts** from your target companies & platforms like LinkedIn, CODE, Handshake, industry-specific job boards (e.g. StackOverflow, Kaggle, Behance)
- ☐ Draft a general **Cover Letter template** that can be customized for different positions
- ☐ Join your program's **LinkedIn group** to connect with peers/alumni:  
[MCS](#) // [MSWE](#) // [MDS](#) // [MHCID](#)
- ☐ Plan & prepare for recruitment events taking place Fall Weeks 1-3

### Resources + Important Links

#### Career Development + Job Search

- [CODE](#)
- [Handshake](#)
- [Interstride](#)
- [BigResume](#)
- [BigInterview](#)
- [UCI SteppingBlocks](#)
- [UCI Division of Career Pathways \(DCP\)](#)

#### LinkedIn Groups + Community

- [MCS](#) // [MSWE](#) // [MDS](#) // [MHCID](#)
- [UCI Alumni](#) // [UCI ICS Alumni Chapter](#)
- [ICS Student Council](#)
- [UCI Campus Groups](#)
- [UCI International Center](#)
- [UCI ANTreprenuer Center](#)
- [UCI Beall Applied Innovation](#)
- [Local Meetup Groups](#)

### Career Workshops

#### Welcome + Your Career Blueprint

- 7/1: Empower Hour [\[Option 1\]](#)
- 8/1: Empower Hour [\[Option 2\]](#)

#### Career Kickstart Workshop Series

12:00 PM Pacific Time / Zoom Links in [CODE > Events](#)

- 8/12: Skills Assessment
- 8/14: Target Companies
- 8/19: Breaking Down Job Descriptions
- 8/26: Resume/CL Best Practices
- 9/2: Networking + Hidden Job Market
- 9/4: LinkedIn for Job Search
- 9/9: Prof. Communications w/ Employers
- 9/11: AI in the Job Search

### Fall Recruitment Events

- 10/9: [UCI Fall Career Fair](#)
- 10/14-15: [ICS Showcase/Recruitment Fair](#)
- 10/16: [UCI STEM Career Fair](#)
- See [CODE > Events](#) for other events