

FIRST-YEAR ODYSSEY CAREER ADVANCEMENT GOAL SETTING GUIDE

2023-2024



UChicago Career Advancement is committed to helping you successfully navigate the process of identifying and securing a meaningful summer internship or research position.

Use these key signposts to map out your career exploration journey and stay on track during the year!

FALL QUARTER 2023

- **Early October:** Meet with your Career Adviser to share your career interests, discuss your college level resume and options to utilize the Odyssey summer stipend. Update your [Handshake profile](#), including uploading your resume and a photo. Consider applying for a Winter Break Trek.
- **Late October:** Participate in [Taking the Next Step](#) on Monday, October 23, and/or other Career Advancement programs. Submit your resume to career adviser for review.
- **November:** Meet with your Career Adviser by November 17. Work with your career adviser to develop a list of 3-5 positions to apply for over Winter Break. Use the [career toolkit](#) and create a draft of a cover letter, tailoring the skills gained in your past experiences to the qualifications desired by the types of summer opportunities you want to pursue.
- **December:** Explore opportunities on Handshake and begin submitting your applications. Consider using the outreach template on the [Odyssey Career Resource Center](#) to contact faculty or employers outside of Handshake.

WINTER QUARTER 2024

- **January:** Continue to hone your cover letters and identify additional opportunities of interest to pursue. Make selections based on top internship industry preferences and your desired geographic location for the summer, create a budget for summer expenses. Submit your applications and respond promptly to employers!
- **February:** Participate in Diversity+Inclusion Summit on February 2 to learn more about industries, networking and interviewing. Continue to apply and interview with employers; follow up with thank you notes to interviewers within one business day of interview.
- **March:** Create a plan with your career adviser if the positions for which you're currently interviewing do not yield an internship offer. Apply for Just In Time internship roles and prepare application materials for [specialized career cohorts](#).

SPRING QUARTER 2024

- **April:** Confirm your start date, keeping in mind the UChicago spring quarter schedule. Begin making arrangements for housing and transportation during the summer. If you are still looking for a summer position, be sure to meet with your Career Adviser.
- **May:** Apply for summer stipend funding by May 10. Attend the internship preparation session.
- **June:** Begin your summer opportunity! Use this summer as a career exploration opportunity; reflect on what you've learned and enjoyed.

SUMMER QUARTER 2024

- **July:** Career Advancement will check-in to see how your internship is going; add value to the organization whenever possible; create quantifiable impact by taking ownership of projects and showing initiative.
- **August:** Focus on building new skills and experiences to add to your professional narrative; take advantage of the built-in network at your employer, connect with your colleagues and update your LinkedIn profile.
- **September:** Send a thank you note to your supervisor and any colleagues who supported you throughout the summer; these professional contacts may be willing to serve as references for you in the future. Complete your end-of summer Metcalf survey.