Your Co-operative Education work term is an experiential opportunity in which you, as the student, are able to use your classroom knowledge to engage in a direct “hands-on” experience. As a student completing a 3rd or 4th work term, in lieu of a work term report, you may choose to complete a Career Action Plan. Doing one of these may assist you in the next steps you take toward graduation.

**Career Action Plan:**

A Career Action Plan summarizes your academic learning, skills that you have developed in the workplace and your own personal attributes. It will also help you plan steps that you might take to prepare for a career after graduation. When developing a 3 to 5 year Plan consider the following:

- **Career Goals and Assessments:** Describe overall career goals and what you believe are at least 2 ways to achieve these goals. Describe how the competencies and experiences you have had will help you reach long-term career goals by completing a gap analysis (in relation to your education, experience, skills, and contacts). Assess your strengths and areas needing development and outline action steps to develop these such as additional Co-op work terms, courses, pro-d, professional membership(s), stepping-stone jobs, volunteering, networking, etc.

- **Career Exploration:** List the types of qualifications / certifications / professional memberships you need for your career after graduation (additional training, certification or experiences). Outline options where you can attain these qualifications, the cost of completing these and the benefits you will receive from this additional learning. Complete a market analysis of your career(s) of interest: what jobs are available, salary, description of duties, current postings, requirements to get into the field etc.

- **Action Plan:** Use the SMART model (Specific, Measurable, Attainable, Realistic and within a specific Timeframe) to develop a timeline and action plan for achieving your short and long-term goals. Be specific as to where and when you plan to take these steps. Think of steps you can take immediately and which need a longer time frame to complete. Also outline direct and indirect steps that you've already taken towards achieving your career goals.

In addition to the requirements listed above, three of the following should also be completed and included in your Career Action Plan:

1. **Informational Interviews:**
   Conduct Informational Interviews with at least 3 people who are doing work related to your career interest. At least 2 of the people you interview must be outside your immediate network. In 200-300 words per interview describe information from each info interview and discuss how it applies to your current goals – how it may guide your career ideas, steps, etc. In 200 - 300 words compare the interviews – trends/similarities/differences/competing information. Include a list of questions you asked during each interview.

2. **Linkedin or other Professional Online Account:**
   Create a Linkedin account. Include: Professional photo, at least 10 professional contacts, Summary, Experience - including coop & work & volunteer if applicable, at least 5 skills, Education, following some relevant organizations, and a written description – at least 300 words - about how you plan to strategically use LinkedIn to advance your career - can include some steps you've already done.
3. **Engagement In and Identification of Networking Opportunities:**
Research and describe at least 3 organized networking opportunities, for example, organizations, events, pro-d opportunities, conferences, associations (how will networking take place at these). Be specific regarding how networking will take place, is membership necessary? Is there an entry fee? If so what does it cost? Once you have identified three networking opportunities, engage in at least two of these opportunities and describe the outcomes in 200-300 words.

4. **Updated Resume/Cover Letter For Two Different Jobs:**
Find two different job postings of interest (one could be a career job, and the other could be a more immediate entry level job). Develop a different resume and cover letter for each job. Tailor your documents towards what they’re looking for in each job posting. In the description of your coop(s) and the rest of the documents, make sure that you highlight related technical skills & experience and transferrable skills & experience – and keep the descriptions relevant to the reader.

Help can be found at:
[https://www.uvic.ca/coopandcareer/career/degree/index.php](https://www.uvic.ca/coopandcareer/career/degree/index.php)