

UB Career Cycle Action Step:

Design Your Action Plan

Your action plan is your guide to implementing your professional goal. Experienced career coaches know that working with a plan significantly increases your likelihood of success in accomplishing your goal. It keeps you focused and helps you stay organized, and it's a document you can share with your career coach, networking contact or mentor.

Fill out your action plan below.

Professional Goal

What do you want to make happen?

Unique Brand

What makes you particularly qualified to accomplish this?

Professional Pitch

Use the responses above to compose your 30-second self-promotion.

Use this checklist to promote yourself:

update resume practice pitching create LinkedIn account

update UBworks profile practice interviewing identify and attend networking opportunities

other _____

List additional steps you plan to take (include due dates) for achieving your professional goal:

List people and/or organizations you can contact to help you reach your goal:

Career and Internship Center

Student Center - Room 306

410.837.5440 - careercenter@ubalt.edu - www.ubalt.edu/careercenter