

# Master's Student Career Plan

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## 1st Year

- ☑ Login to Viterbi Career Gateway and complete your profile (100%)
- ☑ Complete the Experience Viterbi App Career Pathways
- ☑ Update your resume with Vmock, scoring 80% or higher
- ☑ Review your cover letter with VCC and the USC Dornsife Writing Center
- ☑ Attend VCC advising, workshops & networking events
- ☑ Participate in informational interviews and research internship opportunities
- ☑ Attend Trojan Talks (company info sessions) that interest you
- ☑ Attend Viterbi Career & Internship Expos
- ☑ Utilize career resources at VCC and the USC Career Center
- ☑ Maintain a GPA of 3.0+
- ☑ Apply in the fall semester for summer internships
- ☑ Participate in mock and on-campus interviews
- ☑ Read both VASE and VCC Get Hired newsletters
- ☑ Join a student organization and/or professional association
- ☑ Work on career-related projects
- ☑ Network with employers, faculty, staff, and peers
- ☑ Attend professional conferences
- ☑ Join Viterbi Link and/or Viterbi Mentor Program to find a mentor
- ☑ Develop a list of professional references

## 2nd Year

- ☑ Take on a leadership position within a student organization
- ☑ Login to Gateway to update your profile and resume
- ☑ Meet with a Career Advisor to finalize your post-graduation plans
- ☑ Apply for full-time jobs through Gateway and company websites in the fall semester
- ☑ Request letters of recommendation from faculty
- ☑ Attend a offer evaluation and salary negotiation workshop
- ☑ Secure OPT 90 days prior to graduation, if applicable
- ☑ Complete the First Destination Survey
- ☑ Become a mentor on Viterbi Link

### INTERNATIONAL GRADUATE STUDENTS:

- ☑ Research companies hiring international students through [www.uscis.gov/h-1b-data-hub](http://www.uscis.gov/h-1b-data-hub) and the Career & Internship Expo employer list published prior to each Expo.
- ☑ Visit the Office of International Services (OIS) who will help process Curricular Practical Training (CPT) and Optional Practical Training (OPT) paperwork.
  - ☑ CPT and OPT are for international students who have completed at least one academic year in the U.S.
  - ☑ CPT is work authorization that allows international students to participate **before graduation** in paid off-campus internships in their field of study.
  - ☑ OPT used primarily **after graduation**, provides international students the ability to gain employment experience in their field of study. **Students should apply 90 days prior to graduation.**
- ☑ Visit the [viterbicareers.usc.edu/internships](http://viterbicareers.usc.edu/internships) to obtain information on earning academic credit for your internship.
- ☑ Attend OIS workshops and programs to connect with other international students and improve your U.S. cultural proficiency and English language skills.