CAREER DEVELOPMENT

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Co-funded by the European Union

Introduction

- Career
- CVs
- Cover letters
- Application letters



Self-assessment and Setting Goals

- Identify your strength, weaknesses, interests, values, etc.
- Short-term goals
- Long-term goals



- Explore career guidance and paths thru' internship, research and networking.

Skills Development and Improvement

- Hard Skills (relevant to your field e.g. coding)
- Soft skills (teamwork, communication, leadership, problem solving, presentation skills)
- Digital skills (computer skills)
- Practical experiences e.g. internships, volunteer, …
- Certification and courses

    Undertake certification in your field

    e.g. GIS, AUTOCAD



Building your Networks

- How to build professional networks (student clubs, online communities, professional associations)
- Investing in learning opportunities
- Mentorship (alumni, professors,…)
- Career fairs, seminars, industry events



Building Strong CV and Marketing yourself

- Develop an appealing Curriculum Vitae
  - Tailor your CV to each job application
- Search for and apply for available job opportunities
- Appropriately respond to job interviews
- Keep a professional LinkedIn Profile with a strong summary statement and skills.



Have a Growth Mindset

- Embrace challenges and learn from failures
- Stay up to date with trends and emerging technologies
- Continuous learning and feedback



Understanding the world of employment

- The job market changes rapidly. Be flexible!
- How to seize available occupational/career opportunities e.g. online, noticeboards, etc..
- Research companies and job description
- Introduce yourself confidently – practice
- Improve body language and communication skills
- Stay adaptable and resilient!

Time Management

- Balance academic and extracurricular activities
- Use productivity tools e.g. google calendars
- Set realistic deadlines
- Prioritize tasks (know your priorities)



Financial Literacy and Planning

- Understand the basic financial skills e.g. budgeting, saving, loans
- Research salary expectations in your fields
- Plan for further education e.g. MSc, PGD, PHD
- Knowledge of business plans

Assignment

Prepare your personal CV (2 pages max)

Deadline Thursday 31st July 2025 by 2:00 pm

Submit to: mchemisto@sun.ac.ug

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