

University of Illinois Chicago (UIC)

UIC Career Services

I. Overview

[UIC's Career-Services](#) offices provide individual advising, exploration resources, résumé guidance, interview preparation, networking opportunities and connections to employers. The following table summarises the major categories of resources. Longer explanations appear below the table because the chart uses short phrases/keywords.

II. Personalized advising & support

Overview: One-on-one guidance from career advisors helps you clarify goals, explore industries, and create a tailored plan. This individualized approach ensures your career strategy fits your unique strengths, interests, and timeline.

Category	Key resources / programs	Notes & examples
Personalized advising & support	Personalized Advising – 1-on-1 career advising (appointments through Handshake; 30-50 minute sessions) – discuss interests, job-search strategy, résumés and interview prep. Advising is available for life and includes specialized tools such as StandOut for AI-enabled mock interviews, YouScience and the Strong Interest Inventory (arranged through an advisor). Self-study materials like the UIC Career Planning Guide, career-readiness e-learning modules, and LinkedIn Learning courses help students build skills on their own schedule. UIC Career Services ← here Schedule an Appointment ← here Your Assigned Advisor ← more here	All undergraduates have an assigned academic advisor in the LAS Academic Advising Center and will be a part of that advisor's student cohort for the duration of their academic career at UIC – from Orientation to Graduation.
	Drop-in & exploratory support – The LAS Academic Advising Center has selected availability for Online Drop-in Advising during the Fall 2025 semester. Please note that online drop-in advising sessions are restricted to 10-15 minutes* and are designed for quick questions. Please read below to learn more	Online drop-in advising sessions allow students to meet with an LAS General Academic Advisor for quick, 10-15 minute registration-related concerns.

	<p>about how to sign-up for online drop-in advising as well as exact dates/times of drop-in availability.</p> <p>Drop-in Advising Appointment ← here</p> <p>Sign In for Appointments ← here</p>	
	<p>StandOut mock interview platform – UIC provides free access to StandOut, an online mock interview system with more than 800 interview prompts and 5,500 questions. Students and alumni can record practice interviews and receive AI or advisor feedback.</p> <p>All Career Services Offices ← here</p> <p>Mock Interviews ← here</p>	<p>Contact the appropriate school career office via its website; nail your next interview with our practice sessions.</p>
	<p>Handouts & guides – The career planning guide, elevator pitch job aids and other handouts (e.g., informational interviewing guide, résumé tips) support self-directed learning.</p> <p>General Career Resources ← here</p> <p>Connections Guide ← here</p> <p>Roadtrip Nation Tool ← here</p>	<p>Self-study training and research resources to learn about career options, research an employer/industry, develop career skills, or research salaries in the industry.</p>

III. Career exploration & Experiential Programs

Overview: Exploring careers lets you connect your skills, values, and passions to potential paths. Using exploration tools and events helps you make informed choices instead of guessing, saving time and effort in the long run.

Category	Key resources / programs	Notes & examples
<p>Career exploration & experiential programs</p>	<p>Career exploration framework – UIC’s career development process encourages students to reflect on who they are (interests, skills, values), explore occupations (using resources like ONET, My Next Move and the Occupational Outlook Handbook), talk with professionals (LinkedIn, UIC Connected, informational interviews), and try experiences through volunteering, job shadowing or internships.</p> <p>Explore Career Pathways ← here</p> <p>Career Glossary & Guide ← here</p>	<p>There is a career development process that individuals go through when they are trying to figure out their career path. The guide contains an introduction to career terms</p>

<p>Career & Major Exploration Courses – The College of Liberal Arts and Sciences offers courses like <i>LAS 120 (Major Exploration & Career Readiness)</i> and <i>LAS 200 (Career Success)</i>. LAS 200 is an eight-week, 1-credit course for sophomores and above that covers career discovery, personal brand development, resume and cover-letter writing, networking strategies and interview skills.</p> <p>LAS 200 Course ← here LAS 120 Course ← here Career Readiness ← here</p>	<p>Weekly modules include strengths and life design, optimizing LinkedIn, informational interviews, and video presentations.</p>
<p>Career fairs & employer events – UIC hosts some of Chicago’s largest career fairs. Employers use fairs to meet students and schedule on-campus interviews, and students can connect with hundreds of organizations.</p> <p>Attend Career Fairs ← here Job Opportunities ← here Upcoming Career Events ← here</p>	<p>Career Fairs provide opportunities for students/alumni to learn about potential careers in industry sectors, network with perspective employers, and often submit resumes to prospective employers</p>
<p>College-specific programs – Individual colleges and departments offer their own career exploration events. The College of Engineering and the business school each provide career treks, employer treks and alumni panels through their career centers and student organizations.</p> <p>Illuminate (All you need) ← here Outdoor Trips ← here Business Opportunities ← here Engineering Opportunities ← here Healthcare Opportunities ← here</p>	<p>UIC offers numerous resources and events to support student career development, including career trips. These trips, often organized by Career Services and specific colleges.</p>

IV. Resume, CV & Cover Letter Resources

NCA offers a comprehensive tool and advising for job application resources.

Resume - The resume is a common starting point for your career journey. Employers will ask for your resume as a part of any application. A strong resume will clearly and concisely showcase your skills, experience, and accomplishments to potential employers.

Cover letter - Employers will often ask for a cover letter as part of a job application. The cover letter introduces yourself, explains your interest in the position, and highlights how your background aligns with the job. It adds more context on your hard and soft skills and showcases your communication skills.

CV - The CV is the academic version of a resume. Its purpose is to provide a comprehensive overview of your academic background, professional experience, research, publications, and achievements. Commonly used in academic, medical, and research fields, it details your qualifications and career history to demonstrate expertise and suitability for positions, grants, or advanced study opportunities.

Category	Key resources / programs	Notes & examples
Resume, CV & cover-letter resources	<p>Resume & CV Resources – Career Services provides a resume-writing handout and tips on formatting, strong action verbs and applicant-tracking-system (ATS) considerations. There are also resources on writing a CV and tailoring it to academic positions.</p> <p>Mastering Your Resume! ← here Everything You Need to Know ← here ATS ← here Resume Writing Tips ← here Resume Guide ← here Writing CVs ← here Sample Resume (first year students) ← here</p> <hr/> <p>Cover Letter Resources – Cover letters introduce you to employers and should be tailored to each position. A cover letter is a letter of introduction attached to, or accompanying another document such as a resume or CV (Source: Wikipedia). Learn more about developing these materials in the sections below..</p> <p>Sample Bulleted Cover Letter ← here Sample CL for Unadvertised Internship ← here Sample CL with Table Format ← here Sample Email Cover Letter ← here</p>	<p>Employers generally spend less than a minute scanning a resume & Cover letter to decide whether to give it a more thorough read so it is important to create an organized and easy to read document.</p> <p>Advising Appointments ← here</p>

V. Interview Resources

Overview: Practicing interviews sharpens your communication skills and boosts confidence. Preparation helps you clearly show how your qualifications match the employer’s needs, making you stand out in competitive hiring processes.

Category	Key resources / programs	Notes & examples
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Interviewing resources	<p>Practice Interview & Prep – The interview page explains different interview types and links to videos with tips for phone and video interviews. It also offers a downloadable tip sheet for phone/video interviews and guides for what to wear Interview Page ← here Interview Types ← here Interview Essentials Guide ← here What to Wear? ← here Virtual Interview Tips ← here Research Companies ← more here</p>	<p>UIC’s Office of Career Services offers multiple ways for students to brush up on in-person or video interviewing skills.</p>
	<p>Interview Room and mock interviews – Career Services offers private interview rooms Monday–Friday 9 a.m. to 4 p.m.; students can reserve a room by emailing careerservices@uic.edu or calling 312-996-2300 Book a Room (Everything You Need) ← here Send a Thank You Note (Template) ← here Prepare for Your Interviews ← here</p>	<p>Contact the office to confirm your reservation. careerservices@uic.edu / (312) 996-2300</p>
	<p>StandOut online practice – Free 24/7 access to the StandOut platform provides recorded practice, AI-generated feedback and custom interviews. StandOut Overview← here Get Started ← here</p>	<p>Interviewing is a learned skill and there are no second chances to make a great first impression. Review these tips to enhance your interviewing skills.</p>

VI. Networking & LinkedIn Resources

Overview: LinkedIn lets you showcase your personal brand, connect with alumni, and engage with industry content. Optimizing your profile and activity increases your visibility to recruiters and hiring managers.

Category	Key resources / programs	Notes & examples
Networking & LinkedIn resources	<p>LinkedIn & Improvement Guide –Workshops offered through Career Services and college career centers teach students how to build effective profiles and connect with alumni. LAS 200 course modules include optimizing LinkedIn for personal branding.</p>	<p>The goal of LinkedIn in your job search is to get noticed by creating and sharing content that informs potential</p>

	LinkedIn Guide - Build Your Profile ← here Tips for LinkedIn ← here LinkedIn Success ← here	employers about your skills, interests and how you can solve problems.
	<p>Professional Headshots – Career Services periodically hosts professional headshot events (e.g., September 26 2023 at SCE) where students receive free LinkedIn-ready photos.</p> <p>Students looking for business attire for job interviews can stop by Sparky’s Closet on the east side of campus to select clothing items for free.</p> <p>Get Your LinkedIn Headshots ← book here More Resources ← here Sparky's Closet ← here</p>	Join LAS Career Development and Internships for LinkedIn Headshots, LinkedIn Profile Reviews, Resume Reviews, and Career Fair Prep!
	<p>LinkedIn Learning – Registered UIC students receive free access to LinkedIn Learning and can take courses covering business, technology and creative skills such as leadership, strategic thinking, interviewing, programming and digital designs.</p> <p>LinkedIn Learning ← info here LinkedIn Learning for Business ← here LinkedIn Learning Log In ← here</p>	Students can display completed courses on their LinkedIn profiles.

VII. Networking

Overview: Building professional relationships opens doors to hidden opportunities, insider advice, and mentorship. Networking is one of the most effective ways to uncover jobs and internships not advertised publicly.

Category	Key resources / programs	Notes & examples
Networking with alumni & industry leaders	<p>UIC Connected and LinkedIn alumni tools – Students are encouraged to use UIC Connected (an alumni mentoring platform) and LinkedIn’s alumni tool to identify and reach out to alumni for informational interviews.</p> <p>UIC Friends Group - LinkedIn← here Connect with Alumni ← here Get Handshake ← here</p>	The UIC Alumni & Friends LinkedIn group provides a closed networking space for alumni and students.

<p>Mentoring and Alumni Reachout – The networking page provides a job aid and eLearning modules on elevator pitches and networking at job fairs. Students are encouraged to schedule informational interviews with alumni using the provided script and to follow up with thank-you notes..</p> <p>Networking Basis ← here</p> <p>Ask For Recommendations ← here</p> <p>An Introverts Guide For Networking ← here</p>	<p>Networking can be done in a variety of ways: Informational interviewing, social events, and online networking. Refer to these resources to get tips and ideas of how to more effectively network.</p>
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VIII. Job & Internship Search

Overview: Knowing where and how to search strategically—plus understanding recruiting timelines—maximizes your chances of landing roles that align with your goals. It also helps you avoid missing critical application windows.

Category	Key resources / programs	Notes & examples
<p>Job & internship search assistance</p>	<p>Internship guidance – UIC defines internships as supervised work experiences related to career interests and encourages students to plan months ahead, explore credit and funding options, and focus applications on desired roles.</p> <p>All about Internships ← here</p> <p>Jobs & Internships Resources ← here</p> <p>Handshake - Access ← here</p>	<p>Handshake and other resources help students identify internships; self-study modules (e.g., “From Intern to Full-Time Employee”) cover professionalism and communication.</p>
	<p>International Student Resources – UIC offers various opportunities for international students, including on-campus employment, virtual internships, funding programs, and study abroad options. The Office of International Services (OIS) provides support and resources for international students, including immigration advising, orientation, and community building. Additionally, the UIC Global Program helps students achieve their educational and career goals.</p> <p>International Students On Campus Employment ← here</p> <p>International Student Funding Opportunities ← here</p> <p>OIS Office ← here</p> <p>UIC Global ← here</p>	<p>Different resources and guides for students from all backgrounds.</p> <p>For more visit: The Office of International Students.</p>

<p>Job Search Strategies – Career Services emphasizes that effective job searches take time and involve networking; up to 80 % of jobs are found through connections. The job-search page provides tips such as applying early, customizing materials, attending fairs and employer info sessions, and using LinkedIn and personal networks.</p> <p>Job Search Strategies ← here Connecting with Employers ← here</p>	<p>Students have the opportunity to briefly introduce themselves and share how they might fit a position, as well as learn more about prospective employers.</p>
<p>Recruiting Ready – Northwestern's recruiting timeline for internships and full-time positions generally follows a Fall-Winter-Spring structure, with Fall being the primary period for full-time recruiting and Winter/Spring for internships. The Kellogg School of Management's recruiting calendar provides specific dates for events and offers deadlines.</p> <p>Recruitment Ready ← here On Campus Recruiting ← here</p>	<p>Useful for industries with accelerated recruiting cycles (finance, consulting, tech).</p>

IX. Sample Emails & Etiquette

Overview: Professional communication shows respect, attention to detail, and credibility. Using proven templates for thank-you notes, follow-ups, and outreach ensures your messages make a strong impression.

Category	Key resources / programs	Notes & examples
<p>Sample emails & etiquette</p>	<p>Thank-you notes – The interview page links to a PDF with after-interview thank-you-note templates and sample emails. Students should send thank-you emails within 24 hours, reference specific conversation points and reiterate interest.</p> <p>Thank you note info + templates ← here</p>	<p>Students should reply on the same email thread to emphasize ongoing interest.</p>
	<p>Networking emails – Informational interview guides include sample scripts for reaching out to alumni and industry professionals, suggesting how to introduce yourself, request a brief meeting and follow up with appreciation.</p> <p>Secure hearing Back! ← here Examples of Messages ← here</p>	<p>It is important to always be polite and make people remember you. It is as simple as sending the right email!</p>

X. Contacting Career Advancement Office

Overview: Reaching out to career staff connects you with expert insights, industry knowledge, and resources you might not find on your own. Asking for help early can accelerate your progress and prevent costly mistakes.

Category	Key resources / programs	Notes & examples
Contacting the Career Advancement office	Advising appointments with NCA – Students and alumni schedule career advising appointments through Handshake Advising Appointments ← here Walk In Appointments ← here	Handshake appointment scheduling; walk-in hours; contact information; college career centers
	College Career Centers – Many colleges have their own career centers (e.g., Engineering Career Center, Business Career Center, LAS Career Development) that offer specialized advising and workshops. Students should check their college’s website for office locations and appointment links. Contact Career Services ← here More Info - here ← here	If you have a question, please call the Career Services office at 312-996-2300, Monday-Friday, 8:30-5:00 pm.

“Careers in…” Programs.

Healthcare

- UIC Career Services offers one-on-one advising and encourages students to perform **informational interviews** and volunteer/job shadowing to learn about healthcare careers. Students interested in clinical roles (medicine, dentistry, nursing, pharmacy) can consult program directors within their college; UIC’s **Career Exploration** guide emphasizes exploring career options through resources like **O*NET**, **CareerOneStop** and the **Occupational Outlook Handbook**.
- **Experiential programs** – UIC colleges provide selective opportunities such as the **Katen Scholars Program** (paid research for pre-health students) and **clinical volunteering** through affiliated hospitals and community clinics.
- **Application support** – career advisors help with medical and health-profession applications; the Resume/CV page offers health-related resume samples and tips

- **Some Student Clubs**
 - The College of Pharmacy lists dozens of organizations, including the **Pharmacy Student Council (PSC)**, **American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)**, **Student National Pharmaceutical Association (SNPhA)** and **Rho Chi Honor Society**. These groups host guest speakers, professional development workshops and community health projects.
 - **Public health & research clubs** – there are also groups such as the **Beta Beta Beta Biological Honor Society**, **American Medical Student Association** and **Undergraduate Society for Biological Sciences** (access via UIC Connection).
 - **Other health-related RSOs** – examples include **Student Nursing Association**, **Nutrition Student Association** and **Pre-Dentistry Club**. Students explore additional clubs through the campus involvement portal.
 - All the information: [here](#)

Computer Science / Technology

- The **Computer Science** RSOs organize coding workshops, hackathons, algorithm-coding challenges and tech career workshops. Advisors help students seek **Metcalf-style internships**, research positions and co-ops.
- **Some Student Clubs:**
 - **Association for Computing Machinery (ACM)** – organizes LAN parties, guest-speaker lectures, programming competitions and special-interest groups such as game development and AI.
 - **Linux Users Group (LUG)** – educates students about the Linux operating system and open-source software.
 - **LOGiCA (Latinx Organization for Growth in Computing and Academics)** – offers professional development and community for Latinx students in computing.
 - **Women in Computer Science (WiCS)** – supports women and marginalized genders in computing through mentorship and technical workshops

Business / Finance / Marketing / Consulting

- UIC's **College of Business** provides students with industry guides, career advising and workshops on resume/cover-letter writing, case interviewing, networking and salary negotiation. Career Services encourages targeted job searches and recommends that students build networks because **“80 % of jobs are found through networking”**programming) help you prep, network and apply.

- Students can participate in **case competitions**, **business treks**, **student consulting projects**, micro-internships and **career fairs**. Advisors support applications for specialized programs like **Business Scholars** and connect students with alumni and employers.

- **Some Student clubs:**
 - **Accounting Club**, **American Marketing Association (AMA)** and **Business Analytics Organization** – provide professional development in accounting, marketing and data analytics.
 - **Finance & Investment Group**, **Investment Banking Association** and **Portfolio Management Team** – offer training in corporate finance and investment analysis.
 - **Collegiate Entrepreneurs Organization (CEO)** and **Enactus** – support entrepreneurship and social innovation.
 - **Professional fraternities and networks** – **Alpha Kappa Psi** and **Delta Sigma Pi** provide leadership development and networking.
 - All the clubs information: [here](#)

Policy & Social Impact / Public Policy

- Students may participate in civic-engagement initiatives such as **Model United Nations**, **student government**, **debate teams** and community-service clubs. The **Career Programs & Events** page encourages students to attend workshops on networking, salary negotiation and career exploration.

- **Some Student clubs:**
 - **Model United Nations**, **Mock Trial** and **Debate Society** – help students develop skills in argumentation and public policy analysis.
 - **Non-profit and advocacy groups** – examples include **UIC Student Public Interest Research Group (PIRG)**, **Young Democratic Socialists of America** and **Environmental Club**.
 - **Cultural and identity organizations** – groups such as **African Student Council**, **Puerto Rican Student Association** and **Pride Alliance** foster community and address social justice issues.
 - Information: [here](#)

Law

- UIC pre-law advising helps students understand law school admissions, prepare for the LSAT, and explore legal careers. Students can schedule advising through Career Services and attend

workshops on personal-statement writing and interviewing. The **UIC School of Law Student Bar Association (SBA)** states that it “works closely with UIC Law student organizations, administration, faculty, and staff to represent and advocate student interests and concerns.

- **Experiential opportunities** – students may participate in **pre-law societies, moot-court competitions**, legal clinics and internships with local legal-aid organizations.

- **Some Student Clubs:**
 - **Student Bar Association (SBA)** – represents law students and advocates for their.
 - **Pre-Law Society** – supports undergraduate students exploring legal careers through LSAT preparation, workshops and law school visits.
 - **Legal fraternities and interest groups** – examples include **Phi Alpha Delta** and **Black Law Students Association**. These groups host networking events, career panels and community service.

FOR MORE>

- Click [here](#)
- Find your organizational home to connect your classroom learning with out of class experiences while connecting to others.