

## **CAREER SERVICES THE FOUR YEAR PLAN**

Follow the four year plan and make the most of your college experience.

### *Freshman Year: Getting Connected*

- Explore the many intellectual, cultural, and social opportunities available to you.
- Participate in a student organization, sport or volunteer opportunity that interests you.
- Meet with a Career Counselor to discuss your intended major and potential career goals.
- Take a variety of courses; stay open –minded about the selection of a major.
- Research careers that are of interest to you.
- Attend programs offered by the Career Center.
- Prepare or update your résumé.
- Apply for summer jobs or volunteer positions which match your career interests. Consider job “shadowing” someone who is already working in a field or profession you are considering.

### *Sophomore Year: Selecting a Major*

- Prepare to declare a major during spring registration.
  - *What courses interest you?*
  - *Where are you getting your best grades?*
  - *What can you learn from other students and faculty about the majors you are considering?*
  - *What can you discover about different career paths from the resources in the Career Center?*
  - *What electives will make your curriculum fun, challenging, and rewarding?*
- Make an appointment with a Career Counselor to discuss where you are with regard to your declared/intended major and career goals.
- Become familiar with the interests, skills, and work-related values that motivate you to do your best on any task. Make use of the assessment tools available through the Career Center in this on-going process.
- Attend an Internship Information Session to help you prepare to research and secure an internship.
- Update your résumé.
- Volunteer with campus and local organizations.
- Attend other programs offered by the Career Center.

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### *Junior Year: Translating Experiences into Career Goals*

- Consider interests, skills, and values as they relate to career choices; begin to narrow your focus.
- Develop a network of contacts in areas of interest; conduct informational interviews.
- Continue to gain valuable experience through part-time employment and volunteer opportunities.
- Discuss interest in graduate or professional school with faculty and staff. Take the required entrance examinations in the spring or summer.
- Gain experience in your chosen field through an internship; test out your career decision.
- Utilize the Career Center resources on effective résumé writing, internships, job search techniques, interviewing, and graduate school preparation.
- Update your résumé.
- If interested in an international career, brush up on language and work-related skills by working, studying or volunteering abroad over the summer.

### *Senior Year: Implementing Your Goals*

- Organize a self-directed job search plan.
- Refine your résumé and complete a mock interview at the Career Center.
- Take advantage of on-campus recruiting and local career fair opportunities.
- Volunteer with campus and local organizations.
- If planning to attend graduate/professional school, complete the application and examination process.
- Attend programs offered by the Career Center.
- Research prospective employers; send your résumé and cover letters out and then follow up.
- Evaluate your job search on a regular basis:
  - *Are you getting the interviews you want?*
  - *Does your résumé need revision or tailoring for a particular position?*
  - *Are you still excited about your career choice?*
  - *Would you like to explore other career options?*
  - *Do you have a plan, or are you conducting your job search randomly?*
- Complete the senior survey; keep the Career Center posted with regard to your job search.