

# Four Year Career Plan

## Discover (First Year)

- Complete the Focus2Career Assessment to understand how your skills, interests, and values relate to careers
- Meet with a career counselor about possible career interest areas related to your major
- Start to define a strategy for reaching your career goals
- Conduct an informational interview with a professional, faculty member, or mentor to learn the realities of your intended career
- Activate and complete your handshake account
- Create a resume with a career counselor
- View internships posted in Handshake, identify job titles of potential interest
- Consider career-related experience through an externship, internship, co-op, research or volunteer
- Identify potential mentor to help you be successful in your professional development

## Develop (Second Year)

- Update your resume and Handshake account with experiences from summer
- Create cover letter with Career Counselor
- Practice your interview skills with a Career Counselor
- Join a student organization that is related to your major or intended career – consider a leadership position in these organizations
- Create your LinkedIn account – meet with Career Advisor to learn strategies to develop your personal brand
- Meet with Career Counselor to solidify your internship search strategy
- Attend Career Services events and Internship Fair to learn about summer opportunities (Fall)

## Experience (Third Year)

- Update your resume and Handshake account with experiences from summer
- Decide if graduate or professional school is necessary to reach your career goals, if so work with a career counselor to start planning (Fall)
- Conduct research to determine the types of entry-level positions for which you might qualify
- Meet with Career Counselor to solidify your career search strategy (Spring)
- Learn appropriate attire for recruitment events. Attend Career Services' Suit Up Night to purchase business professional suit and accessories
- Fine tune your interview skills by attending Career Fair Week one-on-one Mock Interview sessions
- Complete at least one internship or co-op to gain experience and build your resume
- Develop professional network via LinkedIn, student, or professional organizations

## Implement (Fourth Year)

- Update your resume and Handshake account with experiences from summer
- Fine tune your cover letter and resume with a Career Counselor
- Schedule a mock interview to prepare for full-time job or graduate/professional school interviews
- Meet with Career Counselor to identify full-time job opportunities and finalize your job search plan
- Identify professionals willing to serve as references and write letters of recommendation
- Make necessary changes to Handshake profile 2 months prior to graduation