



4-year Career Plan

Start Your Freshman Year

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FRESHMAN YEAR

- Explore your interests, values and goals through career inventories available to you in the Career Development Center (CDC)
- Look into the Student Employment Services listings of part-time job opportunities
- Improve your writing skills (a very important career skill) by writing in class or for the “Cardinal Points”
- Prepare your first resume with help from the CDC
- Participate in a club, group or team; take responsibility for an activity in that organization
- Gain skills and increased awareness of your interests and organizing abilities through participation in student volunteer programs
- Enhance your GPA by joining a study group and/or using support services (Learning Center, Student Support Services, or the EOP Office)
- Explore summer job opportunities using CDC resources

SOPHOMORE YEAR

- Explore career options with a CDC career counselor
- Seek a part-time job or volunteer position in an area related to your interests
- Ask three faculty members to indicate how their subject areas will help in your career
- Investigate internship and research opportunities
- If you plan to pursue graduate study, look into undergraduate prerequisites for the graduate program of interest to you
- Develop opportunities to test the effectiveness of your communication skills
- Update your resume with assistance from a career counselor
- Research and register for a Junior year overseas study program
- Request references from faculty and employers for your credential file
- Explore summer job opportunities using CDC resources

JUNIOR YEAR

- Attend a study semester/year overseas
- Ensure that your academic schedule meets program requirements in your major
- Develop additional skills such as foreign languages, website design, fundraising, or technical writing
- Confer with your mentor, advisor, and/or career counselor about career interests
- Continue your volunteer or part-time job activities to expand your employment experiences and skills
- Update your resume and practice interviewing skills at the CDC in preparation for internships, graduate school & post-graduate job searches
- Attend workshops and Career Night
- Research graduate schools and financial assistance; prepare for graduate admission exams
- Request references from faculty and employers for your credential file

SENIOR YEAR

- Participate in career search activities, job search workshops, and special events such as Career Night
- Gather new reference letters for your credential file
- Research employers and job vacancies
- Investigate salary trends and cost-of-living indexes
- Polish your resume and cover letter
- Network with professionals, relatives, neighbors, and classmates
- Explore financial assistance, fellowships, and scholarships for graduate schools
- Apply for and take graduate admissions exams (GRE, GMAT, LSAT, MCAT)
- Observe graduate school application deadlines (it is strongly recommended to apply early)

Contact the Career Development Center for information regarding career choices, majors, resumes, cover letters, and tips on completing applications and conducting yourself at employment or graduate school interviews.