



# 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

- Register with Cardinal Connections, our revamped alumni network
- 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.***