

# Four Year Career Plan

## Discover (First Year)

- Complete the [Focus2 Career Assessment](#) to understand how your skills, interests, and values are related to your career(s) **Access code: cardinal**
- 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
- Create a resume with a career counselor
- Activate and complete your Handshake account (<https://uiw.joinhandshake.com>)
- View internships posted in Handshake, identify job titles of potential interest
- Consider career-related experience through an externship, internship, co-op, research or volunteer position
- Identify potential mentor(s) to help you be successful in your professional development

## Develop (Second Year)

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

## Experience (Third Year)

- Update your resume and Handshake account with experiences from fall, spring or summer
- Decide if graduate or professional school is necessary to reach your career goals, if so work with a Career Advisor to start planning
- Conduct research to determine the types of entry-level positions for which you might qualify
- Meet with a Career Advisor to solidify your career search strategy
- Learn appropriate attire for recruitment events by attending Career Services' Suit Up Night to purchase professional business attire
- Schedule a mock interview to prepare for full-time job or graduate/professional school interviews
- 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 fall, spring or summer
- Fine tune your cover letter and resume with a Career Advisor
- Schedule a mock interview to prepare for full-time job or graduate/professional school interviews
- Meet with a Career Advisor 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 two months prior to graduation