

# FOUR YEAR CAREER PLAN

## DISCOVER (FIRST YEAR)

- Complete the [Focus2 Career Assessment](#) to understand how your skills, interests, and values relate to careers **Access Code: cardinal**
- Meet with a Career Advisor about possible career interest areas related to your major
- Start to define a strategy for reaching your career goals
  - Research [O'net](#)
  - Review [What Can I Do with This Major](#)
- Activate and complete your [Handshake](#) account
  - Create a [resume](#) draft (PDF) with a Career Advisor
- Join a student organization that is related to your major or intended career – (great way to build a friendship network too!)
- Attend at least one to two Career Services events and career fairs to begin to feel comfortable and confident with employer interaction and building your network

## DEVELOP (SECOND YEAR)

- Update your [resume](#) (PDF) and [Handshake](#) account with experiences from fall, spring or summer
- Create cover letter with Career Advisor
- Begin to practice your interview skills with a Career Advisor
- Attend [Career Services events](#) and career fairs to learn about upcoming opportunities
- Conduct an informational interview with a professional, faculty member, or mentor to learn the realities of your intended career
- 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
- Consider a leadership position in those organizations or a volunteer position

## EXPERIENCE (THIRD YEAR)

- Update your [resume](#) (PDF) and [Handshake](#) account with experiences from fall, spring, and summer
- Decide if graduate or professional school is necessary to reach your career goals, if so, work with a Career Advisor to start planning
  - Prepare & research entrance exams *if applicable*
- Conduct research to determine the types of entry-level positions for which you might qualify
- Learn appropriate attire and interview skills for recruitment events
  - Attend Career Services' Suit Up Night to purchase business professional suit and accessories
  - Fine tune your interview skills by attending Professional Development Day and schedule 1:1 Mock Interview sessions or practice utilizing the [Optimal Resume](#) platform
  - Continue [informational interviews](#)

- Complete at least one professional development; internship or co-op to gain experience and build your **resume**
- Create an account and professional network via **LinkedIn** (PDF) or professional organizations
- Identify potential mentor to help you be successful in your professional development opportunities

### **IMPLEMENT (FOURTH YEAR)**

- Update your **resume** (PDF) and **Handshake** account with experiences from fall, spring, and summer
- Consider reviewing and evaluating all digital platforms for a more professional presence
  - Take advantage of FREE professional headshots provided by the Office of Career Services
- Fine-tune your cover letter and resume with a Career Advisor
- Schedule a mock interview to prepare for a full-time job or graduate/professional school interviews
- Meet with 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 (email address) 2 months prior to graduation
- Attend **Career Services events** and career fairs to learn about career opportunities and continue to build your network

### **GRADUATE STUDENTS**

- Update **resume** (PDF) and **Handshake** account with recent employment information and education
- Update **LinkedIn** (PDF) page to further define your career experiences and current educational goals
- Networking: This will be KEY when looking to move up in your current field or change career fields completely, attend **Career Development Workshops** to meet with employers/recruiters and stay up-to-date on your career plan.
- Schedule regular appointments** at least once a semester with a Career Advisor to tailor your career goals
- Conduct **informational Interviews** with professionals in your chosen field