

Career Planning Tips

CAREER PLANNING TIPS FOR UNDERGRADUATES

Freshman Year – Self Assessment

- Visit the Career Services Center for FOCUS, computerized career guidance, and information about majors and careers.
- Attend career fairs to learn about employers and career options.
- Schedule an appointment with a career counselor for counseling and career information.
- Get to know your academic advisors and professors.
- Visit the Career Services Center for information about internships, volunteer opportunities and part-time jobs.
- Get involved in at least one student organization, preferably in a leadership position.
- Develop positive work attitudes and skills.
- Start to build resume.

Summer After Freshman Year

- Get a job that relates to your college major or career interest.
- Gain work experience and start developing a strong business and work ethic.

Sophomore Year – Exploration of Interests

- Learn about occupations that interest you through networking and library research.
- Remain active in student organizations and clubs.
- Consider obtaining a leadership position in your student organization if you have not already done so.
- Conduct informational interviews and guided company site visits.
- Attend career fairs to learn about employers and career options.
- Check into internship opportunities.
- Consider a minor.
- Talk with an advisor and other faculty about your major and career interests.
- Consider a term abroad or other off-campus experience.
- Write a draft of your resume for summer work experience and have it critiqued by the Career Services Center.
- Register with the Career Services Center for on-campus interviews (summer internships).
- Participate in a job shadowing experience.

Summer After Sophomore Year

- Get a summer job relating to your field and develop your skills.
- Strengthen your resume by developing references and a good reputation.



Visit your Career Services Center to **explore assessment tools**. Learn what role your personality, interests, values and skills play in identifying a satisfying career.



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Junior Year - Evaluation and Decision Making

- Obtain internship experience in your chosen field.
- Continue to take leadership positions in your organizations and clubs.
- Attend Graduate and Professional Schools Information Day.
- Further develop your draft resume from your sophomore year.
- Gather three letters of recommendation.
- Talk with faculty about graduate school options and do preliminary research on graduate programs.
- Attend career fairs and network.
- Develop career objective and review alternative career plans.
- Update your resume.
- Schedule mock interview with the Career Services Center.
- Register with the Career Services Center for on-campus interviews (summer internships).

Summer After Junior Year

- Excel in your summer internship.
- Further develop job-related skills.
- Compile an inventory of interests and qualifications and how they relate to your objective.
- Decide when to take GRE or other exams.

Senior Year – Planning, Preparation and Implementation for Career Success

- Polish your resume and cover letter.
- Gather letters of recommendation.
- Register with the Career Services Center for on-campus interviews and resume books.
- Attend Career Fair and Graduate and Professional Schools Information Day
- Focus on your chosen career field and begin your job hunt, graduate school applications, or both.
- Participate in on-campus information sessions and recruiting.
- Network, network, network!

Planning for Graduate School

- Consult free Graduate School Guide publication (available in Career Services Center).
- Register and take graduate entrance exams.

Searching for the right job takes a commitment of time and energy. **Be prepared**, be organized and be flexible as you pursue your career goals.

4



*Meet with a Career Services Center counselor to explore your options and **develop a plan** to help you reach your career objectives.*

CAREER PLANNING TIPS FOR GRADUATE STUDENTS



Year One

- Self-assessment—evaluate your interests, abilities, and values. These things can change constantly.
- Explore career options that utilize your degree. The Career Services Center maintains many resources that can help you, including books and web sites.
- Update your resume. Add your graduate degree, most recent work experiences, and any professional organizations that you have joined since graduation from college.
- Look into possible internship and/or practicum experiences that will enhance your degree. Some departments require them, but even if your department does not require an internship, employers like to see degree-related experience on your resume!
- Attend the Career Fair to begin networking with employers.
- Join professional organizations and attend national, regional, state or local conferences. This allows you to learn more about current issues in your field as well as network and share ideas with other professionals and graduate students.



Summer After First Year

- While you are taking classes do an internship or some type of degree-related work to enhance your resume.

Year Two

- Update your resume to include summer internship/work experience, any related class projects completed, conferences attended and/or presentations made, research experience, publications, and any new skills gained.
- Talk with your professors about possible job opportunities in your field.
- Attend the Career Fair to continue to network with employers.
- At least one semester before you graduate begin sending out resumes to companies and/or organizations where you would like to be employed.
- Secure the names of 3-5 people that you can use as references. These should be professional contacts such as professors, former employers, and/or graduate assistantship advisors. Make sure to ask these people before using their names for a job application. You may also want to get letters of reference from these people.



5

Career Exploration Resources

CAREER EXPLORATION RESOURCES

The Career Services Center invites you to make an appointment with our staff **EARLY** and **OFTEN**. Contact the Career Services Center at 601-979-2477 to schedule an appointment **TODAY**. What information can you discuss? Here are some examples:

- Tigers2Work, our on-line job posting and campus interview software
- Choosing and using a major
- FOCUS, a career interest inventory and personality assessment
- Internship and full-time job opportunities
- Graduate school opportunities and application procedures
- Availability of jobs, salary statistics and industry trends
- Resumes and job search letters
- Job search techniques
- Networking
- Mock interviews