CAREER PLANNING TIPS FOR UNDERGRADUATES

**Freshman Year – Self Assessment**
- Visit the Career Services Center for TypeFocus, 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.
- 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 an internship/summer 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 major.
- Talk with an advisor and other faculty about your major 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 an internship/summer job relating to your field and develop your skills.
- Strengthen your resume by developing references and a good reputation.
CAREER PLANNING TIPS FOR UNDERGRADUATES

**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.
- 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.

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