

## 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

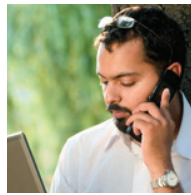
- ☐ Get an internship/summer job relating to your field and develop your skills.
- ☐ Strengthen your resume by developing references and a good reputation.



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



# CAREER PLANNING TIPS



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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.

### 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.



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