

4-Year Career Plan

FIRST YEAR: EXPLORATION

Get to know yourself—your values, skills, & interests

- Meet with your academic advisor to discuss the process of choosing a major
- Explore student resources both online and with career services staff
- Consider enrolling in the Career Exploration class (DCS 210) during spring semester
- Employers want leaders—take an active role within a campus group to develop leadership, organizational, and communication skills
- Your GPA will likely be a factor in securing internships and full-time jobs—develop good study habits now
- Explore part-time and work-study on-campus job options
- Schedule one or more internships starting after your sophomore year
- Get to know your professors outside of class

SOPHOMORE YEAR: EXAMINATION

Gather information about career options

- Participate in career development workshops, including résumé writing and interviewing
- Create a résumé and cover letter and have it reviewed by the career services staff
- Develop universal career-related skills (computer, accounting, writing, second language, etc.)
- Conduct research and solicit information from professors, juniors and seniors, and other professionals to finalize your decision on a major
- Use the GC job & internship bank to research summer jobs and internship opportunities within your field that test your major and career choices
- Explore career interests through informational interviewing, job shadowing, or volunteer work
- Do your first internship this summer or next fall

JUNIOR YEAR: EXPERIENCE

Gain experience via internships, job shadowing, & volunteering

- Check your academic coursework and major requirements with your advisor
- Update your résumé, have it reviewed by the career services office, and post it on the GC job & internship bank
- Talk to professionals in your field to find out about their careers and to research your personal career interests
- Gather examples of work for your professional portfolio
- Maintain a strong GPA
- Seek positions of leadership in campus organizations and/or voluntary service
- Explore the option of attending graduate or professional school (research schools and financial aid, prepare for admission tests)
- Do your second internship this summer or next academic year

SENIOR YEAR: EMPLOYMENT & EDUCATION

Network in your chosen field and attain your career goal

- Ensure that your résumé and cover letter are tailored for a professional job search by talking with Anita Yoder, director of career services
- Research employers and job opportunities; use your network and contacts to acquire interviews and job leads
- Visit the GC job bank for job openings
- If graduate school is in your immediate future, take graduate admission tests during the fall and complete applications to meet deadlines
- Attend career services events and workshops to master effective job search skills
- Participate in Super Tuesday for a practice interview to improve your interviewing skills
- Attend area career fairs
- Ask professors and supervisors to act as references
- Plan a post-graduation internship to gain further skills and a potential job
- Smile as you receive your diploma!