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 online and with Career Services staff
- Participate and 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 employment preparation workshops, including résumé writing and interviewing
- Create a résumé and cover letter; have them 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
- Explore career interests through informational interviewing, job shadowing, or volunteer work
- Use the GC job & internship bank to research summer jobs and internship opportunities that test your major and career choices
- Complete 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 and have it reviewed by Career Services staff
- 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 and/or voluntary service organizations
- If graduate/professional school is in your immediate future, research schools and financial aid and prepare for admission exams
- Complete your second internship this summer or next academic year

SENIOR YEAR: EMPLOYMENT & EDUCATION
Network in your chosen field to gain information & leads

- Ensure that your résumé and cover letter are tailored for a professional job search by talking with Career Services staff
- Research employers and job opportunities; use your network and contacts to acquire interviews and leads
- Create a professional networking profile on LinkedIn.com
- 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
- Participate in a practice interview during Super Tuesday to improve your interviewing skills
- Ask professors and supervisors to act as references
- Consider a post-graduation internship to gain further skills and a potential job