

Career Action Plan — Seniors

Self promotion

- Update résumé, cover letter, update business card
- Upload résumé to online portfolio
- Maintain LinkedIn profile

Career research

- Target companies or organizations for jobs
- Refer to and update job search plan
- Attend Career Networks events such as presentations, lectures, meetups, etc.
- Attend employer presentations and lectures
- Research geographic areas of interest
- Develop a target salary and negotiation skills

Professional readiness

- Meet with Coordinator of Career Networks
- Meet with faculty each quarter to assess progress and skills development
- Attend mock interviews that are pertinent to major
- Attend Career Networks events for career readiness and professional networking
- Identify competitions, contests, or conferences that relate to field of study
- Pursue leadership positions in student clubs and relevant volunteer opportunities
- Pursue memberships in professional organizations and actively network
- Seek professional references
- Maintain a high GPA

Portfolio

- Update and polish your portfolio
- Post works to your website
- Create a demo reel (not pertinent to every major)
- Review your portfolio with faculty adviser

Employment

- Attend Super Tuesday, Pro Day Career Fair, internship fairs, or mock interviews arranged for your major
- Take advantage of the GC Alumni Database and network through connections you've made through your time in college
- Before graduation, secure employment, or complete grad school prep