

Year 1



## explore

Identify values, interests, personality and skills by utilizing the resources on the Majors & Careers websites.

Log in to your CareerLink account for access to job and internship postings, and valuable career tools.

Volunteer in your field of interest and participate in campus activities.

Create your base resume to identify gaps in your experience.

Set up an appointment with a career counselor to identify career options.

Year 2



## discover

Conduct informational interviews and learn more about your major or career.

Research and begin pursuing internships, part-time work, and volunteer programs to build experience on your resume.

Practice introducing yourself and making connections by attending job fairs and other social events.

Build your online brand by creating a LinkedIn account and ensure social media accounts are appropriate and professional.

Attend career and professional development workshops on-campus and in the community.

Year 3



## connect

Seek a leadership position(s) with a student organization.

Gather information on summer learning opportunities like study abroad and community projects.

Start narrowing your career choices by speaking with faculty, family, friends, and peers.

Select elective courses and minors that will enhance your goals and help you develop new skills.

Secure an internship and keep track of your accomplishments. Talk to the Internship Coordinator to determine if the experience can be used for credit.

If attending graduate/professional school, start researching admission requirements and preparing for standardized tests (GRE, LSAT, MCAT, GMAT, etc.)

Build practical experience through academic research and class projects.

Begin asking faculty and professional contacts for permission to use them as a professional reference.

Year 4



## achieve

Polish your resume and have it reviewed by a professional in the Career Development Center.

Gather information and contacts by attending Job Fairs and Workshops and by building your network through LinkedIn.

Join appropriate professional organizations to meet other professionals in your field.

Check CareerLink and other job boards (LinkedIn, Indeed.com, etc.) regularly for professional job postings.

Use contact names (found through networking) as liaisons to the company to search beyond the specific advertised job.

Make an appointment for a mock interview with the Career Development Center or practice interviewing with a visiting employer, friends, or family.

Research salary and cost of living using Glassdoor and other online resources.

Complete applications for graduate or professional schools early!



# University Career Center