

CROUSE CENTER for Student Success

Freshmen Career Exploration

FOUR-YEAR CAREER DEVELOPMENT PLAN

The following serves as a career development guide to prepare you for life after college. Each stage is a foundation for the next. Tasks identified in an earlier stage should be continued in the subsequent stage.

- Talk with an academic advisor to learn how to link course selections with career interests.
 - Select part-time, summer and work study jobs that improve professionalism.
 - Take personality profile, aptitude tests (such as CareerVision) and interest inventories.
 - Volunteer or join student, professional and community organizations to enhance leadership, explore interests and expand knowledge.
 - Read career development and job search related books (e.g., *Do What You Are* by Paul D. Tieger and Barbara Barron or *What Color is Your Parachute?* by Richard Nelson Bolles).
- Conduct informational interviews in areas of career interest.
- Review want ads in newspapers and online to identify tasks and jobs of interest.

Sophomore Career Identification

- Talk with faculty and staff about areas of career interest.
- Attend career development workshops (e.g., resumé writing, cover letter writing, internship opportunities).
- Take a career course.
- Create and maintain a list of accomplishments.
- Begin to develop a portfolio of projects to demonstrate skills and abilities.
- Begin crafting your resumé.

Junior Organize Your Search

- Solidify your career goal. See tracks below.
- Search and apply for internship opportunities.

Work Track

- Attend professional conferences.
- Attend job and career fairs to learn more about industry of interest and build network contacts.
- Build your network of contacts through teachers, supervisors and professionals met at conferences and fairs.
- Refine job search skills (i.e., networking, resumé writing, cover letter writing, writing thank you letters, interviewing skills).
- Budget and save for professional attire.

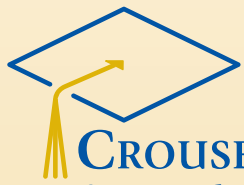
Graduate School Track

- Talk with faculty members and staff about advanced degree options.
- Research graduate schools.
- Register for courses that will help increase success in graduate school (e.g., statistics, research methods, technical writing).
- Create criteria by which to select a graduate program (e.g., geography, reputation, program of study).
- Study for and practice taking GRE, LSAT, etc.

Service Track

- Volunteer!
- Research and identify organizations such as Peace Corp, AmeriCorps and City Year.
- Develop skills such as understanding cultures, second language, etc.





Senior
Execute Your Search

FOUR-YEAR CAREER DEVELOPMENT PLAN

- Make a graduation evaluation appointment with your academic advisor in the Crouse Center for Student Success.

Work Track

- Finalize resumé.
- Create a cover and thank you letter template.
- Post resumé with university.
- Purchase appropriate business attire.
- Identify preferred work environment.
- Research prospective employers.
- Practice interviewing skills. Also practice handshake and be familiar with other etiquette manners.
- Attend job fairs and interview days to pursue specific job opportunities.
- Use network to find job opportunities.
- Share leads with other job seekers.
- Send thank you notes after each interview.
- Prepare for negotiation (e.g., research salary requirements, outline benefits that are important to you, determine what you have to offer).

Graduate School Track

- Take GRE, general and possibly subject exams (no later than November).
- Identify graduate programs (early fall).
- Assemble and complete application materials (i.e., statement of purpose, letters of recommendation).

Service Track

- Finalize resumé.
- Create a cover and thank you letter.
- Practice interviewing skills.
- Will want to get to know you as a person.
- Send thank you note after each interview.

Helping you get on the path to success

Crouse Center for Student Success

310 Eckhart Hall

630-844-6870

Hours

Monday–Thursday, 8:00 a.m.–7:00 p.m.

Friday, 8:00 a.m.–5:00 p.m.

