



## Four Year Career Plan:

### **YEAR ONE**

- Meet with career counselors in the career center and academic advisors.
- Identify any interests, skills, and values that you possess that relate to a particular major/field of study.
- Perform well academically. Strive to keep above a 3.0 GPA.
- Complete 2 informational interviews with a professional in your areas of interest.
- Attend 2 career fairs, career center workshops, employer panels, speakers, and other career oriented events.
- Attend 2 campus organization meetings to consider getting involved.
- Get to know upperclassmen and faculty members who can provide you with information about majors and career options.
- Create and develop your resume.
- Apply for a summer internship starting in the fall.
- Volunteer or work part-time over the summer if not interning.

### **YEAR TWO**

- Meet at least twice with career counselors to update your resume and to research internships.
- Meet with your academic advisor to make sure you are on the right track in your degree program.
- Attend at least 3 career panels, career fairs, and employment information sessions.
- Continue your involvement from the previous year's organizations or explore new opportunities.
- Actively research career fields.
- Talk with 2 of your professors about your interests and goals to gain advice.
- Write a cover letter.
- Schedule a mock (practice) interview with the career center.
- Participate in 2 informational interviews to expand your knowledge about potential careers.
- Research on-campus interviews for internships in EmployUM via the career services website.
- Apply for internship positions, starting in the fall.



### **YEAR THREE**

- Meet with a career counselor twice to further build your career plans.
- Meet with your academic advisor to confirm degree requirements.
- Update your resume and career profile on employment websites.
- Contact the Career Center to explore a career skills assessment if you are unsure of your career goals.
- Attend a combination of 5 company information sessions, career fairs, and employment panels.
- Develop a “Top 10 Companies” list.
- Do Informational Interviews with 2 professionals in your areas of interest.
- Have a professional resume and cover letter prepared and critiqued.
- Research graduate programs if interested and select your top 5 schools.
- Apply to on-campus interviews for internships via EmployUM.
- Study for the appropriate graduate admissions test (LSAT, GMAT, etc) if interested in graduate school.
- Talk with professors and supervisors about serving as references for internships.

### **YEAR FOUR**

- Meet twice with a career counselor to define your career path and discuss new employee success strategies.
- Critique your application materials.
- Attend career fairs and career center events.
- Participate in a mock/practice interview to prepare for a real job interview.
- Identify and attend on or off campus interview opportunities via the career center.
- Consider taking on a leadership role in a campus organization.
- Set a goal to apply for at least 1 job a week.
- Attend professional networking events.
- Register for professional networking sites like LinkedIn.
- Make sure your social networking websites (Facebook, MySpace, etc) are “employer friendly.”
- Be persistent and consistent in your job preparation.