



## FOUR-YEAR STRATEGIC CAREER PLAN

### First Year: Transition & Adjustment

- Schedule an appointment with your [Career Coach](#) to create your unique four-year career plan.
- Attend the Activities Fair and join [campus organizations/activities](#) to explore your interests and values.
- Attend the [Job Fairs](#) for part-time, on-campus employment to build experience and transferable skills.
- Start thinking about what [leadership roles](#) you could take on next year.
- Explore the [Career Collaborative](#) website and the Resources tab of [Handshake](#) to learn about career resources and jobs.
- If your major is undeclared, meet with your [Career Coach](#) to take the Strong Interest Inventory.
- Complete a job shadow or informational interview to learn more about specific occupations.
- Create an ongoing reflective journal about your progress and begin building your resume and portfolio.
- Begin to identify people who can become your support system, references, and professional network.

### Second Year: Exploration

- Narrow your career interests by talking to people in career fields that interest you.
- Stay involved on campus through [student activities](#), [campus organizations](#), and community service.
- Explore [leadership opportunities](#) and apply for one.
- Attend job, internship, and graduate school fairs to learn about career options.
- Collect items for your portfolio—excellent papers, pieces you designed, awards, research projects, etc.
- Attend a resume workshop and develop the first draft of a resume.
- Attend a major-related conference and conduct an informational interview or job shadow.
- Apply for part-time jobs and internships to gain practical experience in your field of interest.
- Research companies/organizations you might want to work for in the future.
- Prepare your application to [study abroad](#).

### Third Year: Refinement

- Attend relevant job, internship, and graduate school [fairs](#) to learn about your options.
- Investigate graduate schools and programs; begin taking standardized tests.
- Develop a “Board of Advisors” (friends/family, faculty, etc.) to discuss education, career, and life issues.
- Update your resume and cover letter and meet with your [Career Coach](#) to review them.
- Evaluate your presence on social media sites and consider joining [LinkedIn](#).

### Fourth Year: Implementation

- Continue developing your cover letter, resume, thank-you letter, and list of references.
- Participate in on-campus practice and employer [interviews](#).
- Create an account and use [CareerShift](#) to research companies and organizations.
- If interested in continued education, attend graduate school fairs and complete applications.
- Meet with your [Career Coach](#) to discuss [job search](#) strategies.
- Purchase your interviewing wardrobe.
- Attend relevant internship and [job fairs](#).
- Attend “[Meet and Mingle](#)” business etiquette dinner.