

## Four Years to Success

### First Year: Formulating a Plan

- Make an appointment with a staff member in Career Development to discuss potential majors and career paths
- Explore campus organizations and consider joining one or more
- Become familiar with campus services
- Get to know your professors personally
- Explore your interests by taking a variety of courses
- Draft a resume and create a LinkedIn Profile
- Talk to and shadow professionals in career fields of interest
- Attend GOLD workshops

### Sophomore Year: Laying the Foundation

- Research different fields via books in the Career Development library and through online resources
- Continue attending GOLD workshops and professional development events
- Select a major/minor/concentration
- Set up a Knight Jobs profile and explore internship postings
- Attend Job and Internship fairs
- Consider interning or volunteering to explore careers and build your resume
- Assume leadership positions on and off campus
- Research study abroad opportunities

### Junior Year: Building the Frame

- Update your resume and cover letter to reflect summer activities
- Identify career options of interest
- Participate in Career Development's on-campus recruiting program if eligible
- Secure an internship, externship or volunteer position in a field of interest
- Evaluate graduate school, professional school and service options
- Take graduate school exams (i.e. GRE, MCAT, GMAT, LSAT) and research prospective schools and programs
- Identify and initiate contact with potential employers through calls, emails and informational interviews
- Reach out to alumni via LinkedIn and gather field related information via email and phone conversations
- Attend Job and Internship fairs

### Senior Year: Wrapping Up

- Identify post-graduate career goal
- Make job search a priority early in the fall semester
- Draft and finalize personal statements, cover letters and resumes
- Attend Graduate School and Job & Internship fairs
- Participate in the Department of Career Development's on-campus recruiting
- Sign up for a mock interview prior to a real interview
- Start applying to job opportunities

#### Department of Career Development

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Division of Student and Campus Life