



SUGGESTED TIMELINE FOR CAREER PLANNING

Semester 1

- Become familiar with the Career Services Office and the services they provide.
- Explore the Career Services software. Register on Career Works and explore Career Coach.
- Career Coach provides information about potential careers including job responsibilities, salary, employment opportunities, and required education and training.
- Career Works is an online career services platform where you can search job and internship opportunities, upload your resume, get tips, and network with employers.
- Determine your interests, talents, and strengths to help you find careers to explore. Complete a career assessment on Career Works or Career Coach to identify your strengths and suggested careers.
- Get involved in activities on campus (clubs, student government, volunteer opportunities).
- Begin working on your resume if you do not have one already (create an account on Optimal Resume to search resume samples and build one from scratch or a template).
- Meet with your faculty advisor to discuss courses and career opportunities.

Semester 2

- Make an appointment with a Career Services staff member to explore careers, get help with your job search, and/or for resume assistance.
- Attend workshops on career exploration, resume and cover letter development, and job search/ interviewing techniques.
- Attend any pertinent career fairs or career panels on campus.

- Continue to update your resume.
- Be aware of your online presence, especially the photos and posts on your social media accounts (employers may look at these during the hiring process).

Semester 3

- Meet with a Career Services staff member for assistance (as needed).
- Discuss applied learning opportunities (job shadowing/internships) with your advisor, professors, or Career Services staff members.
- Continue to attend Career Service's workshops
- Work on your cover letter.
- Search Career Works for job postings.
- Participate in mock interviews.
- Compile a list of references that you can use when applying to jobs (professors, employers, etc.).
- Continue to work on your resume and make an appointment with a Career Services staff member or go to drop-in hours for resume review.
- Create a LinkedIn account.

Semester 4

- Purchase professional attire for interviews (if needed).
- Continue to apply for jobs (remember to write a thank you letter after each interview).
- Continue to attend any on campus events (career fairs, workshops, mock interviews).
- Network with professors, previous employers, or family friends to discuss job opportunities.
- Keep your email active and remember that alumni can continue to use the Career Services Office for assistance.