

# CAREER PLANNING PROCESS

Market  
Yourself

Hope College - Office of Career Services

careers@hope.edu

## Academic Planning

- Continue to meet with your academic advisor to select courses that are applicable to your career goals and required to fulfill specific degree requirements
- Begin taking advanced courses in your academic major(s)
- Use research assignments, group projects, and field experiences to expand your knowledge of the field and professional skills
- Obtain at least three strong [references](#) from your professors and/or supervisors who know your work and/or academic ability
- Maintain excellence in your academic work

## Campus/Community Involvement

- Assume leadership roles and contribute your talents to a [campus organization](#) by serving as an officer, chairing a committee, and/or organizing a major project or event

## Personal Growth

- Continue testing, evaluating, and confirming your occupational decisions. Use campus/community activities and career-related experiences to sharpen your professional skills, and determine your strengths and weakness.
- Take time to reflect on things you value regarding work and personal life. Make a list of your “non-negotiables” as you begin to think about life after Hope

## Career Development

- [Make an appointment](#) with a staff member in Career Services to discuss [internship opportunities](#) and processes
- If you are considering [graduate school](#), consult your faculty advisor to discuss the feasibility of your admission
- Once you determine your prospects for graduate school, research institutions that offer programs of interest and request application materials (if not provided online)
- Take appropriate entrance exams ([GRE](#), [LSAT](#), [GMAT](#) and [MCAT](#)) and submit your applications and required documents by the deadline
- Have your resume and cover letter reviewed through [OptimalResume](#)
- Practice your interviewing skills and increase your self-confidence through a [mock interview](#) appointment in Career Services
- Create or expand your professional network by contacting Hope alumni (through a [networking appointment](#) or Career Services sponsored [networking event](#))