

# CAREER PLANNING PROCESS

## Implement Career Plans

Hope College - Office of Career Services

careers@hope.edu

### Academic Planning

- Meet with your faculty advisor to review your [KnowHope Plus](#) degree evaluation and make sure you are on track for graduation
- Finish strong in your courses.

### Campus/Community Involvement

- Continue to serve in leadership roles in campus and community organizations related to your career field.
- Continue to build your list of academic and professional [references](#)

### Career Development

- Make an appointment with a staff member in [Career Services](#) to discuss your career goals and create a job search plan
- Strengthen your job search skills by attending [workshops](#) offered by Career Services during the fall and spring semester
- Have your resume and cover letter reviewed through [OptimalResume](#)
- Practice your interviewing skills and increase your self-confidence by scheduling a [mock interview](#) appointment or participating in a mock interview program
- [Determine your geographical area of interest/need](#) as you begin your job search process - the more open you are to relocation, the more opportunities you will have available

### Career Development

- Learn strategies “[to work a job fair](#)” and write/practice your “one-minute personal pitch” to introduce yourself to recruiters
- Attend Fall and Spring [CareerFest](#) job fairs and other recruiting events sponsored/advertised through Career Services
- Check the Career Services [recruiting schedule](#) for on-campus interviews.
- Devise a system for tracking your applications and other job search tasks - be consistent
- Tailor all [cover letters](#) specifically to the opportunity that you are pursuing
- After each on-campus/off-campus interview, send a thank you letter or e-mail expressing your appreciation for the recruiter’s time and reiterating your interest in the organization
- Continue to build your [professional network](#)
- Let [Career Services](#) know when you accept a position so that we can celebrate with you!