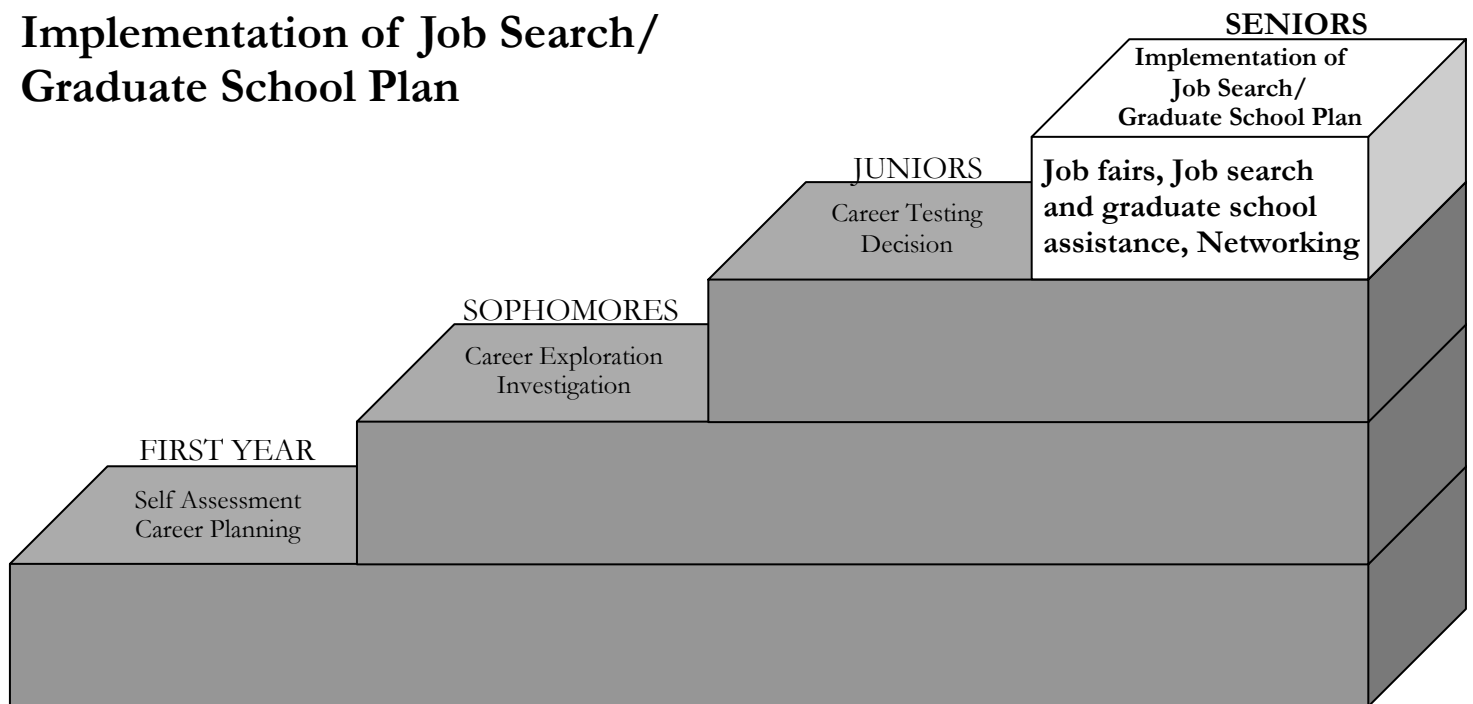




Developing Your Career Plan—Seniors

Implementation of Job Search/ Graduate School Plan



ACTION STEPS

- Attend Office of Career Services workshop targeted for seniors
- Revise and update resume and draft a cover letter
- Sign up for a mock interview at the Office of Career Services
- Get an internship or work-related experience if you haven't already
- Decide on the type of professional work you are seeking
- Finalize job/graduate school search timeline and plans
- Formulate a "Plan B" or alternate plans
- Take standardized test for graduate school entrance, if not already required in junior year
- Begin to research companies and organizations, and the opportunities they offer
- Choose faculty and employers who will be references for you
- Open a credential file in the Office of Career Services if you are an Education major
- Build your network of contacts in fields of interest
- Participate in college sponsored networking events and career fairs
- Take advantage of on-and off-campus interviews
- Keep a record of contacts with employers and/or graduate schools

SERVICES/PROGRAMS

- Attend Senior Sequence and Senior Orientation session
- Attend workshops "Preparing Your Resume;" "Skills for Successful Interviewing;" and "Developing Your Personal Job Search Plan"
- Explore information on internships, volunteer opportunities, graduate schools, employers, job openings, and job search strategies in the Office of Career Services and its library
- Use the Career Resource Network (CRN) to arrange information interviews with alumni
- Meet with Office of Career Services staff to discuss career opportunities
- Register for on-campus interviews in the Office of Career Services