

# Career Planning Strategies

Begin the process of finding a career that fits with your interests, values, and lifestyle:

- Meet with a career counselor in Career Services and start to identify and clarify career options. Call 756-2501 x4 for an appointment.
- Understand how career choices relate to majors by talking to advisors and alumni
- Familiarize yourself with concentrations and electives within your major and extracurricular activities on campus
- Participate in clubs and organizations to develop social, professional and leadership skills
- Start a portfolio to organize and analyze school, work, and professional activities

Explore and learn more about careers:

- Explore interests and skills through career counseling, testing and career guidance systems
- Research careers through the Career Resource Center, building 124, room 117, and alumni contacts
- Shadow or observe professionals in the field and meet with mentors
- Attend panels and workshops offered through campus departments and student organizations
- Attend on-campus career and job fairs to gather information on careers, employers and key skills in demand
- Develop work-related skills and learn about careers through summer & part-time jobs, internships, and volunteer positions

Develop plans and set goals for careers:

- Decide on or confirm choice of major, concentration, and electives, and minors
- Consult with advisors to ensure you're meeting requirements for graduation
- Continue to meet with and observe mentors and professionals in the field to develop contacts
- Actively participate in campus, community, and professional groups and organizations
- Begin preliminary job search or graduate school planning

Put career plans in action:

- Learn about and become involved in your field of interest
- Attend job fairs and job search workshops; write resumes and letters
- Organize portfolios, research employers and prepare for interviews
- Develop networks through mentors, alumni and professional organizations
- Participate in on-campus interviews and apply for jobs

*or*, if your goal is graduate school:

- Attend graduate school workshops and meet with a career counselor and advisors
- Consult with professors for program recommendations and reference letters
- Take graduate school entrance exams
- Write a personal statement and prepare for visits and/or interviews