



## Four Year Career Development Plan

Year	Career Services	Networking & Extracurricular Involvement
<p><b>Junior:</b> <i><b>Skill Development:</b> Students will identify skill gaps and areas of improvement to determine their ability for their career success</i></p> <p><b>Career Readiness Competencies:</b></p> <ul style="list-style-type: none"> <li>○ Creativity &amp; Problem Solving</li> <li>○ Oral &amp; Written Communication</li> <li>○ Teamwork &amp; Collaboration</li> <li>○ Information Technology Application</li> <li>○ Leadership</li> <li>○ Professionalism &amp; Work Ethic</li> <li>○ Career Management</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Research employers in depth and narrow career interests</b> <ul style="list-style-type: none"> <li>○ Conduct informational interviews with professionals in your field of study or career focus</li> <li>○ Identify potential employers by attending Career Fairs and Inside the Industry events</li> </ul> </li> <li><b>2. Attend career workshops on Professionalism, Internships, Interviewing, Resumes, and Cover Letters</b></li> <li><b>3. Enroll in Junior Seminar</b></li> <li><b>4. Obtain career related experience</b> <ul style="list-style-type: none"> <li>○ Look for a summer job or internship, or create your own for class credit!</li> <li>○ Participate in research projects</li> <li>○ Seek out one or more job-shadowing experiences with professionals in your field</li> <li>○ Contact professional organizations to identify opportunities</li> </ul> </li> <li><b>5. Build your LinkedIn profile</b> <ul style="list-style-type: none"> <li>○ Learn to use LinkedIn to maximize networking opportunities</li> <li>○ Join LinkedIn special interest groups</li> </ul> </li> <li><b>6. Create an internship focused resume</b> <ul style="list-style-type: none"> <li>○ Use the Basic Resume Template on the Career Services website</li> <li>○ Submit to CUHired for review and approval</li> </ul> </li> <li><b>7. Define your professional self</b> <ul style="list-style-type: none"> <li>○ Begin to assemble a professional wardrobe</li> <li>○ Learn business etiquette</li> <li>○ Refine your online presence</li> <li>○ Practice interview skills</li> <li>○ Update voicemail and email account/signature</li> </ul> </li> <li><b>8. Determine timelines for graduate school and professional program applications</b> <ul style="list-style-type: none"> <li>○ Deadlines for entrance exams, GRE, GMAT, etc.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li><b>1. Identify a Mentor</b> <ul style="list-style-type: none"> <li>○ Use CUHired, Camellink, or LinkedIn to review potential contacts</li> <li>○ Research professional associations and industry-specific organizations to join</li> </ul> </li> <li><b>2. Draft a plan for your first year after graduation</b> <ul style="list-style-type: none"> <li>○ Think about your ideal work, lifestyle, proximity to friends and family, values, and longer term goals</li> <li>○ Project financial needs and draft a realistic budget</li> </ul> </li> <li><b>3. Send 'Thank You' notes to your favorite professors, advisors, and supervisors.</b></li> </ol>

