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*“Finding the right work is like discovering your own soul in the world” -*

*Thomas Moore*

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## **FIRST YEAR**

### **EXPLORE: SELF-AWARENESS, VALUES, SKILL IDENTIFICATION**

College is a time to explore alternatives. Try out new classes, student activities, engage in service, make friendships with students who have different backgrounds or hold different views, identify mentors, and take advantage of programs that will give you new perspectives. Reflect on these experiences to help you explore your values, interests, skills, and goals.

- Career services can be a great starting place. The Strong Interest Inventory, MBTI, and the Strengths Finder can be helpful tools in starting the exploration process.
- Faculty, your FYS professor, and college staff can be helpful sources of information to help you explore your interests and majors.
- Consider connecting with a Purposeful Life Work mentor through the Office of Religious Life to discuss your vocation and purpose.
- Take a variety of classes—keep in mind that some majors require an earlier decision than others to complete your courses on time.
- Test out your interests through student activities, PT jobs, and service.
- Begin recording your experiences on your resume and/or portfolio.

## **SOPHOMORE YEAR**

### **ENVISION: TEST OUT OPTIONS, GET INVOLVED IN POSSIBLE CAREER AREAS AND CLARIFY YOUR CAREER DIRECTIONS.**

Narrow down your career or major options by actively pursuing information, contacts, and by gaining exposure to possible career areas.

- Take part in the sophomore year experience program to enhance your opportunities to interact with a mentor and to discuss your vocation and purpose.
- Participate in job shadowing, externships, service learning/volunteer opportunities, and relevant part time jobs.
- Meet with your advisor to discuss signature learning experiences you should consider.
- Join student clubs, organizations, or professional associations related to your major and become an active participant.
- Talk to individuals working in your field of interest. Career Services, Alumni Relations, and academic departments can refer you to alumni in careers you are considering.
- Get to know faculty who teach in areas related to your career interests and attend any departmental career panels.
- Update your resume/portfolio.
- Register on Jobs for Jays to review internships and apply for opportunities.
- Attend job fairs, career, and graduate school programs.
- If you haven't done so, declare a major and meet with your advisor to review department requirements.

## **JUNIOR YEAR**

### **EXPERIENCE: MAKE CAREER AND/OR MAJOR DECISIONS AND GAIN EXPERIENCE**

By your junior year, you should have a tentative career goal and plans for after graduation. You may further clarify your career direction as you participate in internships, research, co-curricular activities or related employment experiences.

- Develop or update a career targeted resume and cover letter to use when seeking opportunities.
- Identify strategies for seeking summer jobs and/or internships and meet with Career Services for assistance.
- Explore study abroad experiences and participate in research opportunities, if applicable.
- Take leadership roles in student organizations and include descriptions on your resume.
- Attend job, internship and graduate school fairs, and follow up with representatives.
- Take grad school practice exams in junior year and begin research schools. Research scholarship/Fellowship opportunities and deadlines.
- Compile a portfolio of your college experiences for use in interviews.
- Attend job fairs and/or participate in interviews for internships.
- Register through Career Services for Jobs for Jays.
- Develop a strong networking base for use in interviews and to assist you in your career development.
- Create a LinkedIn account.
- Maintain close contact with your faculty advisor to stay updated on department events or opportunities.

## **SENIOR YEAR**

### **ENACT: IMPLEMENT POST-GRADUATE PLANS**

Now is the time to implement the next steps related to your career, by pursuing volunteer or service opportunities, graduate school or employment. Participate in POST, the transitional program for seniors.

- Make final revisions to your resume and cover letter.
- Compile a list of references.
- Participate in the on-campus recruiting program through Career Services.
- Attend job/graduate school fairs.
- Take graduate school exams and prepare applications. Review personal statements with your advisor. Attend graduate school fairs and practice interviewing.
- Participate in mock interviews for employment.
- Research companies and begin to make contacts.
- Ask faculty/staff for references (and/or letters).
- Identify and implement job search strategies.
- Register with Alumni Relations for mentoring opportunities.

### **Career Services**

Baughner Student Center 201  
careerservices@etown.edu, 717-367-1206