FOUR-YEAR CAREER DEVELOPMENT PLAN

The following serves as a career development guide to prepare you for life after college. Each stage is a foundation for the next. Tasks identified in an earlier stage should be continued in the subsequent stage.

Freshmen

Career Exploration

☐ Talk with an academic advisor to learn how to link course selections with career interests.
☐ Select part-time, summer and work study jobs that improve professionalism.
☐ Take personality profile, aptitude tests and interest inventories.
☐ Volunteer or join student, professional and community organizations to enhance leadership, explore interests and expand knowledge.
☐ Read career development and job search related books (e.g., Do What You Are by Paul D. Tieger and Barbara Barron or What Color is Your Parachute? By Richard Nelson Bolles).
☐ Conduct informational interviews in areas of career interest.
☐ Review online job postings to identify tasks and jobs of interest.

Sophomore

Career Identification

☐ Talk with faculty and staff about areas of career interest.
☐ Attend career development workshops (e.g., resumé writing, cover letter writing, internship opportunities).
☐ Take a career course.
☐ Create and maintain a list of accomplishments.
☐ Begin to develop a portfolio of projects to demonstrate skills and abilities.
☐ Begin crafting your resumé.

Junior

Organize Your Search

☐ Solidify your career goal. See tracks below.
☐ Search and apply for internship opportunities.

Work Track

- Attend professional conferences.
- Attend job and career fairs to learn more about industry of interest and build network contacts.
- Build your network of contacts through teachers, supervisors and professionals met at conferences and fairs.
- Refine job search skills (i.e., networking, resumé writing, cover letter writing, writing thank you letters, interviewing skills).
- Budget and save for professional attire.

Graduate School Track

- Talk with faculty members and staff about advanced degree options.
- Research graduate schools.
- Register for courses that will help increase success in graduate school (e.g., statistics, research methods, technical writing).
- Create criteria by which to select a graduate program (e.g., geography, reputation, program of study).
- Study for and practice taking GRE, LSAT, etc.

Service Track

- Volunteer!
- Research and identify organizations such as Peace Corp, AmeriCorps and City Year.
- Develop skills such as understanding cultures, second language, etc.
Senior
Execute Your Search

- Make a graduation evaluation appointment with your academic advisor in the Crouse Center for Student Success.

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<thead>
<tr>
<th>Work Track</th>
<th>Graduate School Track</th>
<th>Service Track</th>
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<tbody>
<tr>
<td>- Finalize resumé.</td>
<td>- Take GRE, general and possibly subject exams (no later than November).</td>
<td>- Finalize resumé.</td>
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<td>- Create a cover and thank you letter template.</td>
<td>- Identify graduate programs (early fall).</td>
<td>- Create a cover and thank you letter.</td>
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<td>- Post resumé with university.</td>
<td>- Assemble and complete application materials (i.e., statement of purpose, letters of recommendation)</td>
<td>- Practice interviewing skills.</td>
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<td>- Purchase appropriate business attire.</td>
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<td>- Will want to get to know you as a person.</td>
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<td>- Identify preferred work environment.</td>
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<td>- Send thank you note after each interview.</td>
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<td>- Research prospective employers.</td>
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<td>- Practice interviewing skills. Also practice handshake and be familiar with other etiquette manners.</td>
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<tr>
<td>- Attend job fairs and interview days to pursue specific job opportunities.</td>
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<td>- Use network to find job opportunities.</td>
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<td>- Share leads with other job seekers.</td>
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<td>- Send thank you notes after each interview.</td>
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<td>- Prepare for negotiation (e.g., research salary requirements, outline benefits that are important to you, determine what you have to offer).</td>
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For more information contact Career Services at:
630-844-5403 or career@aurora.edu

Provided by:
Career Services
“Catalysts for your career success”