

## CAREER ACTION PLAN

Year	Events
<b>Year 1 - "Know Yourself"</b>	<ul style="list-style-type: none"> <li>• Attend Social/Club event for students</li> <li>• Attend two Employer Showcases and write a thank you email to the recruiter</li> <li>• Begin developing your Resume</li> <li>• Begin your career portfolio including writing samples</li> <li>• Complete Major and Career Exploration online assessments</li> <li>• Explore experiential education opportunities</li> <li>• Learn soft skills that employers value in students and new graduates</li> <li>• Manage Digital identity including starting your LinkedIn profile</li> <li>• Start to develop an elevator (self marketing) pitch</li> <li>• Visit Career Services and register on Handshake</li> </ul>
<b>Year 2 – "Know Your Industry"</b>	<ul style="list-style-type: none"> <li>• Attend 2 career events with recruiters and inquire about industry</li> <li>• Attend Career Advice Roundtables (CARS)</li> <li>• Attend Career Fairs and find out about opportunities in your fields of interest</li> <li>• Attend two employer showcases with companies you are interested in and write thank you e-mails</li> <li>• Deliver your elevator pitch and ask for feedback from recruiters</li> <li>• Explore professional associations and student organizations in various industries</li> <li>• Learn job search strategies</li> <li>• Participate in an Informational Interview with an industry you would like to explore</li> <li>• Refine your resume with key words used in your potential industry</li> <li>• Start online job and internship search: Handshake, Indeed, Glassdoor, O'Net, LinkedIn, etc.</li> </ul>
<b>Year 3 – "Build Connections"</b>	<ul style="list-style-type: none"> <li>• Attend Career Advice Roundtables (CARS)</li> <li>• Attend Career Fairs</li> <li>• Attend mock interviews with recruiters and career counselors</li> <li>• Attend two Employer Showcases and write a thank you email to the recruiter</li> <li>• Conduct resume review in career services</li> <li>• Connect with two industry people (start network)</li> <li>• Enroll in Suitable Solutions in the Fall</li> <li>• Explore internships and speak to academic advisor</li> <li>• Identify professional references and get feedback</li> <li>• Update LinkedIn profile with professional photo</li> <li>• Write a cover letter for a position you are interested in and get critiqued</li> </ul>
<b>Year 4 – "Build Career"</b>	<ul style="list-style-type: none"> <li>• Apply to internships and careers</li> <li>• Attend Career Advice Roundtables (CARS)</li> <li>• Attend Career Fairs</li> <li>• Attend Chamber of Commerce networking events</li> <li>• Attend mock interviews with recruiters and career counselors</li> <li>• Attend two Employer Showcases and write a thank you email to the recruiter</li> <li>• Conduct actual interviews with potential employers</li> <li>• Create your reference list for review</li> <li>• Enroll in Suitable Solutions in the Fall</li> <li>• Learn negotiation techniques</li> <li>• Participate in internships (one and possibly two)</li> <li>• Participate in site visits to local companies</li> <li>• Update your resume &amp; cover letter</li> </ul>