### CAREER ACTION PLAN

<table>
<thead>
<tr>
<th>Year</th>
<th>Events</th>
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| **Year 1 - “Know Yourself”** | • Attend Social/Club event for students  
• Attend two Employer Showcases and write a thank you email to the recruiter  
• Begin developing your Resume  
• Begin your career portfolio including writing samples  
• Complete Major and Career Exploration online assessments  
• Explore experiential education opportunities  
• Learn soft skills that employers value in students and new graduates  
• Manage Digital identity including starting your LinkedIn profile  
• Start to develop an elevator (self marketing) pitch  
• Visit Career Services and register on Ramtrack |
| **Year 2 – “Know Your Industry”** | • Attend 2 career events with recruiters and inquire about industry  
• Attend Career Advice Roundtables (CARS)  
• Attend Career Fairs and find out about opportunities in your fields of interest  
• Attend two employer showcases with companies you are interested in and write thank you e-mails  
• Deliver your elevator pitch and ask for feedback from recruiters  
• Explore professional associations and student organizations in various industries  
• Learn job search strategies  
• Participate in an Informational Interview with an industry you would like to explore  
• Refine your resume with key words used in your potential industry  
• Start online job and internship search: RamTrack, Indeed, Glassdoor, O’Net, LinkedIn, etc. |
| **Year 3 – “Build Connections”** | • Attend Career Advice Roundtables (CARS)  
• Attend Career Fairs  
• Attend mock interviews with recruiters and career counselors  
• Attend two Employer Showcases and write a thank you email to the recruiter  
• Conduct resume review in career services  
• Connect with two industry people (start network)  
• Enroll in Suitable Solutions in the Fall  
• Explore internships and speak to academic advisor  
• Identify professional references and get feedback  
• Update LinkedIn profile with professional photo  
• Write a cover letter for a position you are interested in and get critiqued |
| **Year 4 – “Build Career”** | • Apply to internships and careers  
• Attend Career Advice Roundtables (CARS)  
• Attend Career Fairs  
• Attend Chamber of Commerce networking events  
• Attend mock interviews with recruiters and career counselors  
• Attend two Employer Showcases and write a thank you email to the recruiter  
• Conduct actual interviews with potential employers  
• Create your reference list for review  
• Enroll in Suitable Solutions in the Fall  
• Learn negotiation techniques  
• Participate in internships (one and possibly two)  
• Participate in site visits to local companies  
• Update your resume & cover letter |