



Career Action Plan

Anyone can get a job, but college students have made the decision to prepare for a *career* through specialized coursework and skill-building experiences. While your coursework and experiences are necessary to gain employment after graduation, you will also need to build career planning skills which will help you find positions: appropriate for your skill level, of interest to you, and in a timely fashion. Below are the recommended career-planning activities you should complete at each stage of your college journey:

First-Year Students	Interest Inventory (Focus-2) Explore Majors and Minors Begin to Write a Professional Resume Learn about experiential education opportunities Register on Handshake
Sophomore Students	Informational Interviews Plan for Study Abroad Create a LinkedIn Account Start to clean-up your social media identity Join a student club Volunteer
Junior Students	Resume Critique Mock Interviews Internships Start networking and expand your connections on LinkedIn Practice writing cover letters and thank you notes Graduate School
Senior Students	Job Search Strategies Job Fairs Employer Showcase Series Internships Self-Marketing Pitch Resume & Cover Letters (again) Job Offer negotiations

First-Year Students

Interest Inventory (Focus-2): Not sure what types of careers interest you? Not sure what major to declare? Not sure what types of careers are available to you and are related to your major? This on-line tool is a series of quick multiple-choice surveys designed to help you find the answers to these questions. After completing the inventories, schedule an appointment with a career counselor to help you interpret the results.

Explore Majors and Minors: Many students enroll at FSU as undeclared, and many more select a major unsure of whether or not they will enjoy the required classes needed to complete the major. Plan on attending the Major & Minor Fair in the spring semester and also meet with a career counselor to explore your interests, skills, and academic options.

Begin to Write a Professional Resume: Professional resumes do not include any information about your high school education or experience. Pick up a copy of our Career Search Guide to help create the first draft of your resume. (Career Search Guide is also located on our webpage)

Learn about experiential education opportunities: Do you want to gain experience and skills outside of a traditional classroom? Start to research studying abroad, instructor-led trips, volunteering, student clubs on-campus, leadership opportunities, and internships.

Register on Handshake: Looking for an on-campus work-study position, off-campus part-time job, internship, or full-time job? Creating a Handshake account will allow you to search for these positions throughout your semesters at FSU and will remain accessible to you as alumni.

Sophomore Students

Informational Interviews: Seek out advice from family, friends, roommates, faculty, academic advisors, and others about careers, industries, and work environments that are of interest to you.

Plan for Study Abroad: Discuss with your academic advisor the best semester for you to study abroad given your department's major requirements, general education requirements, and free electives. Beginning this process early in your education journey will also provide you with sufficient time for reaching and applying to scholarships and saving money to help defray travel costs.

Create a LinkedIn Account: This website provides you with tools to build and maintain professional connections. Creating an account will help you build your professional reputation within your industry.

Start to clean-up your social media identity: While LinkedIn can help enhance your social media identity within the professional world, Facebook, Twitter, Instagram, and others may prevent you from gaining internships and interviews, not to mention full-time jobs. Now is the time to "delete" data.

Join a student club: Begin building transferable skills and potentially leadership skills by engaging with other students on-campus. Log-in to your CollegiateLink account to learn about available student clubs.

Volunteer: Many businesses limit internships to students of Junior or Senior status. Why not offer to volunteer to work on a specific project for a business during your Sophomore year which can pave the way to obtaining an internship in your Junior year?

Junior Students

Resume Critique: At this point in your college career, you should have written a resume document which can be reviewed by a career counselor to check for typos, spelling, grammar, and format issues.

Mock Interviews: This is a “practice” interview with a career counselor. You should arrive to your mock interview in appropriate interview attire (ex. business suit). The career counselor will simulate an actual interview for you from the moment you walk in our office and shake hands with the counselor. The counselor will provide feedback on your dress, gestures, handshake, interview answers, etc.

Internships: Applying knowledge you have learned in the classroom to an outside business situation deepens your understanding the material and provides an opportunity to build professional connections within an organization, industry, and occupation field.

Start networking and expand your connections on LinkedIn: Once your professional identity is created, you should spend time throughout Junior year building and maintaining your connections.

Practice writing cover letters and thank you notes: You should send a cover letter in addition to your resume every time you apply for a position *even if it is not required by the employer*. Cover letter help communicate how your skills and education match the employer’s needs uniquely for each position.

Graduate School: If you are thinking of attending graduate school immediately after completing your undergraduate degree, you need to start researching programs, schools, application procedures, deadlines, and placement testing.

Senior Students

Job Search Strategies: There are many ways you can look for employment in the 21st century. Our staff can speak with you regarding how to strategically use the internet, spend time wisely at job fairs, and leverage network connections.

Job Fairs: This is an event where many employers (usually 30 or more) come to FSU with one purpose: to hire FSU students for internships, part-time jobs, and full-time jobs. Learn how to research employers and positions before the event, and how you should prepare for the event itself.

Employer Showcase Series: FSU invites up to 6 employers to recruit on-campus each Wednesday for their internships and full-time jobs. Visit the Events tab of our webpage frequently to learn which employers will be visiting campus.

Internships: A second or third internship can help make you a more qualified candidate as you prepare to enter the job market for full-time positions. If you haven’t completed an internship, now is the time to gain additional experience before searching for full-time employment.

Self-Marketing Pitch: This 30-second introduction will be useful to highlight your skills and experience during job interviews, and when networking with professional connections.

Resume & Cover Letters (again): Give your resume and cover letters another opportunity for a critique by a career counselor as you will have added information since your junior year. This is your last opportunity to implement resume revisions before you apply for full-time positions (beginning in January for May graduates!)

Job Offer negotiations: Once you have received a job offer, you will want to review all elements of your job offer which may include health insurance, dental insurance, life insurance, and retirement benefits – to name a few. Learn how to negotiate with confidence through informed data-driven content.