

FOUR-YEAR PLAN TO THE FUTURE

1 Explore Your Academic Interests

- Talk to your advisor, professors and peers about majors that interest you
- Experience a variety of courses
- Research career options at Career Services' Resource Center and website

Learn About Yourself

- Take assessment inventories at Career Services (TypeFocus Careers, Myers-Briggs Type Indicator, Strong Interest Inventory, SkillScan, Career Values Card Sort))

Acquire Marketable Skills

- Learn balance and time management, including through Academic Success workshops
- Develop good study skills (many employers consider your grades)
- Acquire computer skills and learn a foreign language
- Read for pleasure to sharpen vocabulary skills

Get Involved

- Hone leadership, teamwork, problem solving and communication skills via campus organizations, events and volunteer work
- Get to know faculty and staff
- Attend class and participate

Secure a Summer Job/Internship

- Start looking in Fall!
- Develop a resume to update all four years (using Career Services' Resume Writing Guide)
- Attend career/internship fairs, network with professionals in fields that interest you and explore opportunities in your home town

Take Care of Yourself

- Eat well, exercise and sleep
- Limit employment to 10-15 hrs/wk

2 Solidify Your Academic Plan

- Choose your major
- Build a respectable GPA

Broaden Your Cultural Perspective

- Employers want to hire well-rounded people
- Participate in Study Abroad
- Attend art exhibits and theater, musical, dance, multicultural and international events

Continue Skill Development

- Take on a leadership role in campus activities, committee work or group projects
- Develop oral and written communication skills
- Have your resume critiqued by Career Services and attend interviewing, etiquette and networking workshops

Explore Goals through Career-Related Experience

- Internships (academic or non-academic) provide great experience and help you investigate careers
- Talk to Career Services' Internship Coordinator and research organizations that offer internships
- Apply early -- application deadlines one semester prior to internship start dates are common
- Take advantage of SU Pirate Apprentice Days, an exclusive job-shadowing opportunity for sophomores over Winter Break
- Summer jobs, volunteer work and career fairs also help you explore career options
- Utilize Career Services' website and Resource Center for internship and part-time job information

Keep Taking Care of Yourself

3 Investigate Careers

- Conduct informational interviews with professionals in career fields that interest you

- Network with SU alumni and parents for job leads and advice
- Join a professional organization and attend conferences related to your career interest
- Attend job fairs to talk to employers about position requirements, responsibilities and opportunities

Develop Potential References

- Build relationships with faculty, staff, supervisors and professional association contacts
- Develop professional interpersonal skills
- Utilize leadership positions to cultivate references

Research Graduate Schools

- Attend "Getting into Graduate School" and take advantage of free practice entrance exams and test prep workshops
- Research schools, application deadlines and programs that interest you -- use Career Services' grad school website as resource
- Get help from your advisor and Career Services to write your personal statement and essays
- Prepare for entrance exams and know exam application and test dates (take exams by fall of Senior year)

Complete Career-Related Internship

- Paid, unpaid, summer and volunteer positions
- Request a reference letter from your supervisor before you leave

Get On-Track to Graduate: Review Your Degree Plan with an Advisor

4 Develop Job/Graduate School Search Strategies

- Attend Career Services' special programs: Senior Surge, Professional Practice Interview Days and others
- Meet with Career Services to fine-tune your resume
- Develop a customized job search strategy by evaluating your life goals and values

Conduct Your Job Search

- Develop list of possible employers using the Internet, career fairs, Career Services' Resource Center and networking
- Set up your "command center" -- files, calendars, maps, letterhead, contact information -- and record all correspondence
- Send targeted cover letters and resumes, including through SU PirateLink
- Attend employer information sessions
- Arrange interviews and follow-up with thank-you letters

Apply for Graduate School

- Finish researching programs using Career Services' Resource Center, the library, the Internet and your professors
- Take entrance exams and send scores to programs that interest you
- Complete and submit all application material by December for most consideration and funding by schools
- Visit schools and departments

Report your grad school enrollment or new job to Career Services via the Post-Graduation Survey