

CENTER FOR CREATIVITY & CAREERS

➤➤➤➤ *BEYOND THE BUBBLE*



Four Years to Make It Happen

The path to an engaging and rewarding career begins with the plan. Tap into a wealth of knowledge and resources to help you achieve and surpass your goals. You want a career rather than a job and the steps in this plan will significantly improve your ability to explore and identify strengths and values, engage with content and individuals that will help provide context to your exploration, and employ the knowledge gained to help identify a fulfilling career.

JUNIOR YEAR

Your Junior year may be one of the most important in terms of career/graduate school planning and preparation. By this point, most of your coursework is related to your major and your academic performance may be a significant factor if you are considering graduate or pre-professional programs. This will be the last summer while in college to complete an internship and you should be fully prepared with a resume, cover letter, and interviewing skills to quickly apply to internships and feel confident about your skills and abilities to perform admirably once in a professional setting. If you haven't engaged with activities or groups, this is a crucial time to be able to add those things to your resume.

- Seek leadership positions in co-curricular activities.
- Attend on and off campus career fairs and networking events (especially in the Fall when many companies advertise summer internships).
- Schedule a practice interview to develop your professional communication skills.
- Obtain an internship in your chosen field. Check out listings on Coe Connections and through links on the Center for Creativity and Careers website.
- If you haven't already done so, take on a leadership position within a student organization.
- Select elective courses that will round out your academic experience and develop different skill sets.
- Schedule an appointment with the Center for Creativity and Careers to prepare for interviews and gain helpful tips on what to wear, how to answer specific questions, and how to research your interviewer.
- Schedule an appointment with the Center for Creativity and Careers to assess your goals and evaluate if you are still on track for your career development plan. Re-assess your interests, values, and skills as necessary. Meet with your Faculty Advisor and/or a representative from the Center for Creativity and Careers to plan your final year.
- Meet with a Center for Creativity and Careers staff member to formulate your job or graduate school search timeline and plans.
- Focus and set career goals. At this time, all the experience and information you have gathered should be crystallizing into solid career goals and plans.
- Review your First Year and Sophomore activities and update your resume as necessary

- Contact graduate schools for specific admission requirements and prepare for entrance exams (GRE, MCAT, LSAT, GMAT, etc).
- Update your resume and create a cover letter (avoid on-line templates for resumes and cover letters as it can make future edits difficult).
- Join and engage in career-related student professional associations and discussions
- Utilize your network to secure an internship, research experience or other opportunity related to your goal.
- Expand your use of LinkedIn to build your network, contribute to discussions in fields of interest and become active in groups to enhance your reach.
- Get to know alumni and actively network with professionals in your area of interest.
- Continue to connect with your mentor if you are participating in the Alumni Mentoring Program or identify a mentor closer to your intended career path.
- Join student chapters of professional organizations to gain career information and to start networking.