



Friends University

Freddy's FOUR Year Career Plan

First Year: *Self-Exploration*

- Learn more about your own personal values, talents, and strengths (complete career assessments)
- Enroll in core classes with the help of your academic advisors
- Explore and participate in campus activities and organizations
- During the summer gain work experience through volunteering and employment
- Begin developing your résumé sections and making a list of your experiences

Second Year: *Career Exploration*

- Obtain information on majors: explore classes, visit with faculty, and identify occupations related to each major of interest.
- Acquire relevant volunteer or work experience, which will help you to solidify your decision on a major.
- Attend career service sponsored programs and speak with employers about summer internships.
- Begin Developing a résumé and cover letter.
- Make connections at Friends University with faculty, staff, and students. Build leadership skills through organizations.

Third Year: *Gaining Experience*

- Meet with your faculty advisor to ensure you're on track to graduate.
- Continue improving and updating your résumé.
- Develop NETWORKS: join a professional organization within your field of interest, do informational interviews with employers and alumni to gain more information in your field of interest, attend the Spring Career Fair- Ask employers about internships and other opportunities.
- Apply for internships with employers in your field of study or desired occupation.

Fourth Year: *Job Search*

- Continue your résumé development
- Buy a professional interview suit so you are prepared for interviews
- Continue your networking strategies and keep a journal of all your contacts
- Begin your full-time employment search. Consider searching within your current company if possible. Use your network(s) to find jobs and get interviews. Attend Spring Career Fair for more opportunities.
- Market yourself and sell your strengths and talents- Remember it is the total package of talent, education, skill, and experience that will help you get the job that you want!

Campus and Career Transitions
Amy Dible, Director
Phone: (316) 295-5623
Email: career@friends.edu

Exploration-Career Assessments & Personality Tests
Preparation-Choosing a Major; Workshops on
Résumés, Cover Letters, Interviewing,
Networking & Etiquette; Application
Critiques; Mock Interviews
Placement-Job Postings; On Campus Interviews; and
Career Fairs