

## 4-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 advisor.
- ☐ Explore and participate in campus activities and organizations.
- ☐ During the summer, gain work experience through volunteering and employment.
- ☐ Begin developing your resume 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 Services sponsored programs and speak with employers about summer internships.
- ☐ Begin developing a resume 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 resume.
- ☐ Develop NETWORKS: join a professional organization within your field of interest, do information interviews with employers and alumni to gain more information in your field of interest, attend career fairs – 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 resume development.
- ☐ Buy a professional interview suit so you are prepared for interviews.
- ☐ Continue networking strategies and keep a list of all your contacts.
- ☐ Begin your full-time employment search.
- ☐ Consider searching within your current company if possible, if already in an internship or part-time job.
- ☐ Use your network(s) to find jobs and get interviews.
- ☐ 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!

### Friends University Career Services

[www.friends.edu/career-services](http://www.friends.edu/career-services)

[career@friends.edu](mailto:career@friends.edu)

316-295-5885

