

CAREER DEVELOPMENT PLAN

As you progress through your college experience, you will want to focus on developing your academic, social, and career development skills. This guide will provide you with a roadmap of suggested activities to help you be successful post graduation. Keep in mind that not every student will start and end at the same place, nor will every student need to participate in each area. The Office of Career Services is here to support you at whatever stage you find yourself. Schedule an appointment with a career counselor, or visit Career Services at Lee Hall, room 308.

EXPLORE: explore your academic interests, professional skills and abilities, and personal characteristics and values

- Enroll in courses to fulfill general educational requirements as well as test out interests
- Research campus clubs and community organizations for participation
- Browse the Career Services Resource Center, skimming material about careers, and review the Career Services' website for information on available resources and services
- Attend appropriate workshops like the *Choosing a Major Workshop*
- Assess abilities, personality characteristics, interests, or values by scheduling a career counseling appointment or completing a career assessment test
- Review *What can I do with a major in...* handout for potential career avenues and select a major relevant to careers of possible interest

EXAMINE: examine your career readiness

- Attend a *Résumé Writing Workshop*, develop a résumé, and have it critiqued by a career counselor
- Brush up on professional business etiquette, by attending events like the *Business Etiquette Dinner* and the *Student/Alumni Career Networking Reception*
- Practice the art of interviewing by participating in a mock interview; put those skills to work by conducting informational interviews in different fields of interest
- Continue to participate in clubs and volunteer organizations to explore your interests and build a network
- Participate in *Career Day* and *Employer Fair* to learn about and gather information on potential careers

EXPERIENCE: participate in experiential opportunities

- Continue to explore career options through reading and conducting informational interviews
- Browse through the internship listings, and apply to intern with a local employer in a field of interest
- Participate in a job shadowing/externship experience for a day or two to experience "life on the job"
- Review the Eagle Mentors database to connect with alumni and ask questions about their fields of work
- Attend the *Graduate School Information Session*; start researching graduate programs if you are interested in pursuing graduate work

EXECUTE: execute your plan

- Attend a *Job Search Strategies* workshop or schedule an individual appointment to discuss options
- Upload and publish your résumé on eRecruiting so employers may view it
- Identify career choice(s), - implement job search campaign, using help from Career Services, and participate in on-campus recruiting through eRecruiting, or continue preparing for graduate school
- Take graduate tests if needed (GMAT, GRE, LSAT, MCAT)
- Attend the *Graduate School Information Session*, if you have not yet done so, and submit your applications if you are applying to graduate programs
- Ask faculty and employers to write recommendations; set up a credentials file if you plan to teach or attend graduate/professional school

Visit Career Services to learn more about the resources and services that are available to help you with all of the above steps!
www.umw.edu/careerservices