

PLAN FOR CAREER SUCCESS

Freshman Year:

- Begin to use **Handshake**, Jefferson's source for jobs, networking and career-related events.
- Schedule an appointment with a career counselor to **identify interests, skills, work values and personality preferences** to help you determine your career interest.
- Develop relationships with professors, advisors, and counselors. Turn them into mentors by asking about their career paths and advice about specific career paths.
- Validate that your major is a good fit for your career interests utilizing **Major Career Info Sheets** (see website).
- Start **gathering information on careers** you are interested in pursuing; know the steps needed to attain a position in that career field.
- **Get involved:** Join a club or organization to develop interpersonal skills, explore different interests, make friends, and develop leadership opportunities. *Explore applying to Emerging Leaders program.*
- Visit the **Career Services Center** to become familiar with its services and resources and how it can help you on your quest to be successful after graduation.
- Get a part time or summer job related to your major by attending the **Career Fairs**.

Sophomore Year:

- Create or update résumés, cover letters, and thank-you notes utilizing **Career Service Center's Resources**.
- Upload your résumé on **Handshake**.
- Explore a **study abroad** option for your junior year.
- Meet one-on-one with a counselor to learn about the **Academic Internship Program** and develop a personal internship search strategy.
- Develop a LinkedIn profile, connect with professionals.
- Take on leadership positions in clubs and organizations to develop communication, teamwork, and problem solving skills.
- Conduct **informational interviews** with people who work in a career field of interest.
- Attend **career services workshops, career fairs and other employer events**.
- Prepare images, a design portfolio and a digital portfolio to present to employers.

Junior Year:

- Attend **Career Fairs and other Career Services Center events** to understand how to speak so recruiters listen, how to make sense of your past experiences, and how to learn about opportunities.
- Decide if graduate or professional school is necessary to reach your career goals. If it is, start planning at the beginning of your junior year and attend the **Graduate School Workshop**.
- Update your **Handshake** profile, résumé, design and digital portfolios and **LinkedIn** profile with each new experience.
- **Meet with a career counselor** to discuss your job search, and to answer any questions about your career path, skills to improve upon, and revising your job search documents.
- Complete at least one **internship** or related work experience and build your résumé.
- Attend an interview skills workshop and participate in **Mock Interviews**.
- Apply for On-Campus interviews with employers on **Handshake**.
- Use your personal and professional network to identify opportunities.

Senior/Fifth Year:

- Identify professionals who are willing to serve as references and write letters of recommendation.
- Fine-tune your interview skills by participating in a **Mock Interview** to prepare for full-time job, internship or graduate/professional school interviews.
- Update your **Handshake** profile, résumé, design and digital portfolios and LinkedIn profile with each new experience.
- Identify full-time job opportunities and apply through **Handshake**.
- Use **Handshake** to participate in the **On-Campus Interviewing** Program.
- Tailor your résumé and cover letter to each full-time position for which you apply.
- Use your personal network to identify opportunities and join **LinkedIn**.
- Send **thank-you letters** to employers with whom you interview and to your references.
- **Attend career fairs and other employer events**.
- Complete the **First Destination Survey** to inform Jefferson of your post-graduate plans.