

The Career Center

FOUR-YEAR CAREER PLAN

Freshman Year: EXPLORE!

- ☐ Familiarize yourself with the resources and offices available to you on campus
- ☐ Create your <u>Brave Opportunities</u> account for on and off-campus employment, access to assessments, and information on upcoming career events and workshops
- ☐ Visit The Career Center to meet with a career professional and discuss career goals
- \square Use Focus 2 to learn more about your interests, skills, values, and personality
- ☐ Research majors using our What Can I Do with a Major In...? webpage
- ☐ Take courses that interest you while fulfilling your academic goals
- ☐ Join a <u>student organization</u> and seek a summer job or <u>volunteering opportunity</u> to gain valuable experience

Sophomore Year: RESEARCH!

- ☐ Meet with a career professional to discuss major and career exploration strategies
- □ Draft your resume and have it reviewed by a career professional during drop-ins or scheduled appointment
- ☐ Conduct informational interviews with professionals in your field of interest and set up job shadowing opportunities
- ☐ Research careers of interest using O*NET OnLine and Occupational Outlook Handbook to narrow down major options
- ☐ Take Strong Interest Inventory and/or MBTI to learn more about yourself
- ☐ Become a leader in student organizations and continue to test your interests through volunteering
- ☐ Gather information about internships, co-ops, and <u>study abroad</u> opportunities

Junior Year: EXPERIENCE!

- ☐ Meet with a career professional to plan relevant experiential learning opportunities
- □ Update your resume and have The Career Center critique it during drop-ins or scheduled appointments
- ☐ Establish relationships with professors and supervisors from whom you want recommendations
- ☐ Build experience through related internships, part-time jobs, and student activities
- ☐ Attend career events to enhance professional skills and expand network of contacts
- ☐ Check with your academic advisor to ensure that you meet graduation requirements
- ☐ Gather information on graduate school programs if you plan to further your education

Senior Year: NETWORK!

- ☐ Meet with a career professional to plan your job search and transition from college
- ☐ Update your professional profile on Brave Opportunities and LinkedIn
- ☐ Organize your job search with CareerShift and send out tailored resumes and cover letters
- ☐ Prepare for interviews using <u>InterviewStream</u> or schedule mock interviews with a career professional
- ☐ Attend <u>career events</u>, research and network with employers and <u>alumni</u>, and sign up for oncampus interviews
- ☐ Evaluate job offers and make decisions
- ☐ Apply for graduate school if you plan to further your education

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The Career Center, Chavis University Center, Suite 210 Schedule your appointment at (910) 521-6270 or career@uncp.edu