

College of Liberal Arts *Career Action Plan*

PLAN. PARTICIPATE. PREPARE. PURSUE.

FRESHMAN YEAR

STUDENT MISSION: PLAN

Create your own four-year plan.

Meet with your career coach to explore where you want to go, who you want to become, and how you can get there. Establish your myCCO account.

Find what matters to you.

Discover your personal values, interests, and skills as they pertain to potential careers through the Focus 2 Career Assessment.

Gain experience by doing.

Pursue current interests and explore new ones while establishing your on-campus community.

SOPHOMORE YEAR

STUDENT MISSION: PARTICIPATE

Update your plan.

Meet with your career coach to explore what engages and inspires you.

Get involved on a deeper level.

Build essential communication, teamwork, and problem-solving skills by taking on leadership roles in the campus community.

Plan for professional schools.

If you are considering a pre-med, pre-health or a law career, meet with your career coach to discuss a plan that works for you.

Learn through first-hand accounts.

Conduct informational interviews with professionals. Job shadow and volunteer to learn about career fields that interest you.

Seek out summer opportunities early.

Internships and volunteering can help you discover your future path. Attend career fairs and meet with your career coach to search for opportunities that align with your career goals.



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JUNIOR YEAR

STUDENT MISSION: PREPARE

Refine your goals.

Meet with your career coach to set your immediate post-grad career goals.

Tell your story.

Review your cover letter, resume and set up your LinkedIn account with a professional headshot. Practice your elevator pitch and refine your interview skills by meeting with your career coach.

Get to know potential employers.

Participate in career fairs across campus. Research organizations and companies to determine whether their mission aligns with your career goals.

Gain experience over the summer.

Conduct research, work, do an internship, volunteer.

Take concrete steps towards graduate school.

Research schools and the application process. Register and prepare for admissions tests. Seek recommendations from professors early.

SENIOR YEAR

STUDENT MISSION: PURSUE

Update and refine your story.

Meet with your career coach to finalize your post-graduate plans. Revise your resume and learn how to write an effective cover letter. Practice your interview skills in mock interviews.

Expand your network.

Connect with your professors, fellow Boilermakers, the College of Liberal Arts, and alumni on LinkedIn. Reach out to alumni in career fields of interest.

Complete your graduate school applications early.

Meet with your career coach to get feedback on your personal statement.

Pursue your plan.

Connect with employers by attending career fairs. Use your myCCO account to find jobs related to your interests. Meet with your career coach to discuss strategies and resources.

COLLEGE OF LIBERAL ARTS

CAREER CENTER

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