

Four Year Plan: Allegheny College

**First Year: Explore**

- 1. Get to know Career Services:** Meet with a Career Services Counselor to discuss your strengths, values, interests and opportunities.
- 2. Choose a major/Narrow down your interests:** Review the Academic Course Catalogue and the “What Can I do With This Major” page on the Career Services website to identify a major and minor combination that may interest you and fit with your future goals.
- 3. Start to build your resume:** Join a student organization that interests you, volunteer on campus or obtain a campus job. Use Career Services’ Professional Documents Guide to draft a resume and have it reviewed once a semester.
- 4. Create a plan:** Identify your co-curricular goals for your college career and write them down!

**Sophomore Year: Build**

- 1. Learn more about your interests:** Attend the Internship Search Program hosted by Career Services to learn how to find internships related to your interests.
- 2. Search for opportunities:** Create a database account on the Career Services website to find internship and job opportunities.
- 3. Develop professional relationships:** Identify a mentor in your field of interest by joining GatorLocator, a professional networking database that keeps alumni and students connected. Job shadow a professional in your field of interest.
- 4. Update your resume:** Bring your resume into Career Services or attend a Resume Doctor program to have it reviewed.

**Junior Year: Identify**

- 1. Participate:** Attend on-campus recruiting events, job fairs, and Internship Search Programs to learn about companies and industries.
- 2. Prepare:** Begin researching graduate schools and register to take the appropriate entrance exams. Discuss plans with faculty mentors and Career Counselors. Update your resume and begin writing personal statements.
- 3. Expand your knowledge:** Study off-campus domestically or internationally; participate in Experiential Learning Travel Seminars, Volunteer with an ASB team, and more! Apply for experiential learning funds in ACCEL to assist you with internships and other opportunities that complement your studies!
- 4. Make connections:** Connect your Senior Thesis to your career goals.

**Senior Year: Launch!**

- 1. Be proactive:** Attend a Senior Saturday workshop hosted by Career Services in September or January to learn about job searching, interviewing, and negotiating salary.
- 2. Put yourself “out there”:** Network and interview with professionals in the industries, locations, and companies that interest you by attending job fairs.
- 3. Organize:** Meet with a Career Counselor to discuss graduate school applications, personal statements, and update your resume.
- 4. Take the next steps:** Finalize post graduate plans. Submit your graduate school and job applications EARLY! Schedule a practice interview with Career Services to hone your presentation skills.



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### **Career Services Mission Statement**

Career Services, as part of the Allegheny College Center for Experiential Learning, is committed to facilitating student success by connecting students and alumni with resources that support career and life planning. Career counselors network with various partners, both on and off campus, to develop internships and job shadowing opportunities, educational programs, and employment leads to help students attain their personal and professional goals.

### **Web connections**

To access the Career Services database: <http://accel.allegheny.edu/>

Career Services webpage: <http://sites.allegheny.edu/career/>

Friend us on Facebook: Jobline Allegheny

### **Location, Hours of Operation, and Contact Information**

2<sup>nd</sup> floor Reis Hall, ACCEL Suite

Monday-Friday, 8 am – 5 pm

Drop-in hours for a “Quick Question” session with one our counselors are every Tuesday, Wednesday, Thursday from 2 – 4 pm when classes are in session or call to schedule an appointment!

(814) 332-2381

**Career Services**  
**Allegheny College Center for Experiential Learning**