**THE STUDENT 4 YEAR PLAN TO CAREER EDUCATION**

**1. Explore.**

1. **Get to know Career Education:** Meet with a Career Counselor to talk about your goals.
2. **Consider your interests/Explore options for your major:** Review the Academic Course Catalogue and the “What Can I Do With This Major” page on the Career Education website to identify a major and minor combination.
3. **Start to get involved:** Join student organizations that interest you, volunteer in the community and/or obtain a campus job.
4. **Use Career Education's Professional Documents Guide** to draft a resume and have it reviewed in the office or at a Resume Doctor program.
5. **Search for Opportunities:** Activate your Gator Connect account to view internships and job opportunities.

**2. Build.**

1. **Develop professional relationships:** Declare a major/minor and choose a faculty advisor.
2. **Expand your interests:** Make an appointment with a Career Counselor in the fall semester to learn how to find summer internships related to your interests. Job shadow a professional in your field of interest.
3. **Attend on-campus employer information sessions** to help clarify your interests.
4. **Seek leadership positions** within campus clubs and organizations where you can tangibly contribute your skills.
5. **Update your resume:** Have your resume reviewed in Career Education or at a Resume Doctor program.
6. **Build a LinkedIn Profile:** Use the LinkedIn Job Search handout found in Career Education. Begin connecting to alumni in your fields of interest.

**3. Identify.**

1. **Participate:** Attend on-campus recruiting events, job fairs, and workshops 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; participate in EL Travel Seminars or volunteer with an Alternative Spring Break (ASB) team. Apply for funds to assist you with internships and other opportunities.
4. **Make connections:** Consider connecting your Senior Thesis proposal to your career goals.
5. **Meet with a Career Counselor:** Collaborate with your counselor to help align your experiences with your resume.

**4. Launch!**

1. **Be proactive:** Attend workshops hosted by Career Education to learn more about the job search, interviewing, and negotiating salary/benefits.
2. **Network:** Connect with professionals in the industries, locations, and companies that interest you by attending job fairs and using LinkedIn and Gator Connect.
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 mock interview with Career Education to prepare.

**THE GATEWAY · CAREER EDUCATION**

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First-Year

Encourage your first-year student to:

- Investigate career possibilities by scheduling an individual appointment with a Career Counselor to develop an understanding of what we have to offer.
- Attend Career Education sponsored workshops, programs, and networking events; while promoting exploration of all career interests and reinforcing that there are many options.
- Review the Academic Course Catalogue and the “What Can I do With This Major” page on the Career Education website to narrow down major/minor combinations of interest.
- Participate in some of the many campus activities, join an organization, volunteer in the community and/or obtain a campus job.
- Develop a first draft of a professional resume using resources from Career Education.

Junior Year

Check on your junior’s progress and:

- Remind them to meet with a Career Counselor and continue attending workshops, job fairs, and recruiter events.
- Have them work with a Career Counselor to connect with alumni in fields of interest; advise them of the integral need for networking and building relationships early.
- Encourage the narrowing down of possible career or graduate program choices, and begin making decisions for their future.
- Encourage them to research possible graduate or professional schools so that applications can be submitted before deadlines.
- If they have decided to attend graduate school, encourage proactive preparation such as enrolling in prep courses, buying test-prep books, and taking practice tests.
- Reiterate the importance and value of expanding related experiences. Suggest finding opportunities for growth and experience through Experiential Learning Travel Seminars, volunteer opportunities, internships, and student activities.

Sophomore Year

Positively assist your sophomore to:

- Have a conversation with faculty in the field of interest.
- Visit Career Education in the fall to search for summer internships.
- Attend workshops during Gator Days each semester.
- Meet with a Career Counselor to begin developing a career plan and for a resume review; insist on continued attendance at workshops, programs, and networking events.
- Connect with family, friends, and colleagues who can provide them with information on career fields of interest.
- Research the importance and benefits of completing opportunities such as internships, community service, and Experiential Learning Travel Seminars. These experiences will help them learn about potential careers, gain experience, build a network, and become more competitive in the job market or graduate school search.
- Research industries or employers that might be of interest and/or graduate programs for continued education.

Senior Year

Make your senior’s final year count:

- Remind them to meet with a Career Counselor and have an updated resume reviewed.
- Encourage attendance at workshops.
- Practice interviewing skills by scheduling a mock interview with Career Education.
- Propose they create a calendar with deadlines of jobs, graduate school, and/or scholarships applications (and any other important information that may be assistance in making life planning easier).
- Suggest attendance at job fairs to begin networking and interviewing with professionals in the industries, locations, and companies of interest.
- Express pride in whatever they choose to do and continuing to help them in reach their goal, whatever it may be.