

THE STUDENT⁴ YEAR PLAN TO CAREER EDUCATION

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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 Educations’ 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

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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.

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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.

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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.
1. **Organize:** Meet with a Career Counselor to discuss graduate school applications, personal statements, and update your resume.
2. **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

THE FAMILY GUIDE TO CAREER EDUCATION

① 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.

③ 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.

② 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.

④ 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 of 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.