



# A Johnny's Journey to Success

## Four-Year Internship & Career Plan

### First-Year Students ~ Connect and Evaluate

*Goal: To understand your skills, values and interests, and how these relate to your career decisions*

- Make an appointment to visit University Career Services to explore your skills, values and interests*
- Join at least one club or professional student organization and meet people on campus*
- Meet with your University Freshman Center advisor to select courses aimed at possible career interests*
- Browse "What Can I do with This Major?" on the Career Services section of MySJU*
- Attend career fairs, academic events, employer events and presentations*
- Log in to Handshake to explore internships, part-time jobs on- and off-campus and volunteer opportunities*
- Draft your resume and have it reviewed by Career Services*
- Establish a professional online presence: review your Facebook page, begin developing your Digication ePortfolio and create a LinkedIn profile*
- Contact a COACH (Count on Alumni for Career Help) mentor and set up an informational interview*
- Participate in a shadowing experience with a COACH mentor*

### Second-Year Students ~ Identify and Explore

*Goal: To identify and actively participate in career opportunities, including internships and experiential programs*

- Check in with Career Services to help you monitor the connection between your interests, choice of major and selection of career; update your resume and online profiles*
- Talk with professors and advisors about required course work and internship requirements*
- Participate in a shadowing experience with a COACH mentor*
- Explore Career Services resources about interview skills, cover letters and networking*
- Attend all applicable career fairs, employer events and presentations*
- Obtain an internship, secure part-time work, or volunteer in an area of interest*
- Utilize social media (e.g., Twitter and LinkedIn) to stay up to date on current events and news within your possible career fields. Follow companies of interest.*
- Work with Career Services and faculty to make a target list of employers for internships*
- Stay involved in student organizations and begin to seek leadership opportunities*
- Consider participating in Discover the World or a semester abroad*
- Explore possible graduate programs in your field of interest. Research pre-requisite course requirements*



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### **Third-Year Students ~ Refine and Experience**

*Goal: To develop & implement the strategies necessary to conduct an effective internship or job search*

- Refine your resume and online profiles regularly and share them
- Obtain an internship, secure part-time work, or volunteer in an area of interest
- Develop a mentor relationship with a professional
- Attend all applicable career fairs, employer events and presentations
- Continue researching career fields and opportunities; investigate graduate school programs
- Choose elective courses that will help you develop skills (computer, public speaking, language, etc.)
- Become a leader in one of the organizations you have joined; consider membership in a professional organization off-campus
- Begin choosing which programs and graduate schools you would like to apply to
- Research which tests are required for entry into your program (e.g. GRE, GMAT, etc.)
- Begin to ask professors for letters of recommendation if they are required for the application
- Start your curriculum vitae (most programs will require you to submit a CV, not a resume)

### **Fourth-Year Students ~ Execute and Transition**

*Goal: To successfully execute your job search and transition from student to professional*

- Finalize your resume and online profiles and have them reviewed at Career Services
- Review the graduate school application process for deadline dates
- Network; tell everyone you are graduating and looking for employment
- Continue to participate in internships and part-time jobs to build your skills and experience
- Attend all applicable career fairs, employer events and presentations
- Apply for positions using Career Center resources and your own network
- Look up each school's application requirements and begin to assemble the application
- Research possible scholarships, fellowships, and Graduate Assistant positions
- Check in with professors about letters of recommendations. Use Interfolio to maintain your letters and share with admissions offices
- Once all applications are submitted, follow up with the admissions offices