



4-Year Career Plan

Career

- ☐ Visit the Career Office and ask for help in finding resources on various majors and/or occupations.
- ☐ Activate your **Handshake** account.
- ☐ Identify interests, skills, work values and personality preferences — key factors in the career decision-making process — by taking career assessments.
- ☐ Begin self-directed exploration of specific occupations in which you have an interest and how these relate to majors you are considering. Use **What Can I Do with This Major?** on Centenary's Career webpage.
- ☐ Start gathering information on careers you are interested in pursuing.
- ☐ Select at least one **NACE Career Readiness Competency** you wish to explore and develop.
- ☐ Seek Career Services' help in transitioning resume from high school to college.
- ☐ Find a work study position if you receive work study funds in your financial aid package.
- ☐ During second semester, start looking for a summer job or internship.
- ☐ Attend career fairs and other events.

Academic

- ☐ Take a wide variety of classes to further explore your academic interests.
- ☐ Enroll in Trek 115.
- ☐ Introduce yourself to academic advisors, faculty in your department and professors.
- ☐ Participate in the Research Conference.
- ☐ Establish and maintain a good GPA.

Career

- ☐ Begin developing leadership skills by joining student organizations and professional associations related to your intended career field.
- ☐ Continue exploring occupations through **What Can I Do with This Major?**, Handshake, LinkedIn, internet, etc.
- ☐ Meet with **Careers Office** to develop a comprehensive search strategy for finding work experience.
- ☐ Update your resume and upload the revised version to **Handshake**. Make Handshake profile public to employers.
- ☐ Keep your resume up to date with each new job you hold and/or student organization you join.
- ☐ Select one or two **NACE Career Readiness Competencies** you wish to explore and develop throughout the year.
- ☐ Start clarifying and confirming your career choice.
- ☐ Contact the **Careers Office** to receive interview coaching .
- ☐ Establish a professional wardrobe, or visit the **Career Closet** in Magale Library.
- ☐ Pursue internships for the summer to gain work experience in field related to your major.
- ☐ Attend career fairs and other career events to gather additional information and seek out career related opportunities while still in school.

Academic

- ☐ Maintain a good GPA.
- ☐ Continue developing relationships with faculty and other mentors.
- ☐ Consider enrolling in Career Strategies - TREK 253 or Learning through Community - TREK 153.
- ☐ Meet with your advisor and identify your major. Lay out your long-range plans and develop semester-by semester schedule of courses.

Career

- ☐ Decide if graduate or professional school is necessary to reach your career goal. If it is, start planning at the beginning of your junior year and attend LC workshops on grad school prep.
- ☐ Conduct research to determine the types of entry-level positions for which you might qualify.
- ☐ Schedule an appointment with the **Careers Office** to have your resume and cover letter critiqued.
- ☐ Update your resume and upload revised version to **Handshake**. Make Handshake profile public to employers.
- ☐ Create a **LinkedIn** account and begin building your professional network with people in field of work you hope to enter after graduation.
- ☐ Learn appropriate attire for recruitment events. Purchase professional outfit or visit the **Career Closet**.
- ☐ Select one or two **NACE Career Readiness Competencies** you wish to explore and develop throughout the year.
- ☐ Continue to seek out leadership opportunities in student organizations and clubs of which you are a part.
- ☐ Complete at least one internship to gain experience and build your resume.
- ☐ Attend career fairs and other career events.

Academic

- ☐ Consider enrolling in Career Strategies - Trek 253 or Learning through Service- Trek 153.
- ☐ Participate in the Research Conference.
- ☐ Consider studying abroad for a semester or during May Module.
- ☐ Continue developing relationships with faculty and mentors.
- ☐ Be aware of testing dates for LSAT, MCAT, GRE, GMAT (Spring and Summer).
- ☐ Meet with your advisor and revisit your long-range plans and tentative schedule for courses. Revise as needed. Make sure you are on track to graduate as planned.
- ☐ Maintain a good GPA.



Career

- ☐ Continue to follow the Graduate/Professional School admissions timeline, if applicable.
- ☐ Develop your personal statement and have it critiqued by the **Careers Office**.
- ☐ Identify professionals who are willing to serve as references and write letters of recommendation.
- ☐ Begin preparing graduate school application packet documents. Some application deadlines are in December.
- ☐ Tailor your resume and cover letter to each full-time position for which you apply.
- ☐ Use your personal network to identify opportunities.
- ☐ Attend career fairs and other career events.
- ☐ Apply for positions and interview with potential employers.
- ☐ If you haven't done so, create an account on **CentenaryConnect**, Centenary Alumni's social media platform. Be sure to use a personal email when creating your account, not your Centenary student email account.

Academic

- ☐ Continue to maintain a good GPA.
- ☐ Participate in the Research Conference.
- ☐ Consider studying/interning abroad.
- ☐ Begin your exit strategy. Meet with your advisor to ensure you have completed or have a plan to complete all requirements to graduate on time.