

STEP BY STEP CAREER PLANNING: YOUR GUIDE TO A SUCCESSFUL FUTURE

First Year

- Invest yourself fully in adjusting to college life. Your top priority will be to balance academic, co-curricular, and personal responsibilities. You have opened the doors to a bright future for yourself. Discover how to make it work for you.
- Begin to explore **majors and careers**. Through course requirements you will have the opportunity to be exposed to new topics, previously unexplored fields of study, and distinguished faculty in those disciplines.
- Visit the Career Services **website** to link to useful career information. Visit the Career Resource Center to review our collection of career materials.

Second Year

- Choose your major(s). Make an appointment with a Career Counselor for career assessment and to discuss the relationship between majors and careers, choosing minors, and taking electives that can enhance your skills.
- Begin researching **internship** opportunities, **summer jobs**, and **volunteer** work related to your field(s) of interest. These listings and related handouts are available in Career Services. Our website contains links to helpful sites.
- Prepare a tailored **resume** and **cover letter** to use in your search. Career Counselors are also available to review your materials by appointment. The Career Resource Center contains helpful books in print of these topics, including samples.
- Practice your **interviewing** skills. You are also invited to set up an appointment with a Career Counselor to practice interview techniques.
- Attend **job fairs** that include internship opportunities such as the Colleges of Worcester Consortium Job Fair that is co-sponsored by our office each spring. Visit our website for more details and a link to the job fair site.
- Assemble your **portfolio** for use in interviews. For more information on portfolios and the advantages they give you, see your Career Counselor, who can also review your portfolio.

Third Year

- Investigate, in detail, careers in which you are interested. Use **research interviews** and **shadowing** to obtain a clear idea of what those careers involve and to explore employer types. Your Career Counselor can assist you in conducting this research.
- Continue to **expand your background and knowledge** by utilizing related internships, volunteer work, part-time jobs, summer jobs, and leadership roles on campus. Your Career Counselor can help you evaluate where your strengths lie and how to address any weaknesses in your career preparation.
- Discuss your career plans with **faculty** in your department to obtain their advice and recommendations.
- Keep your **resume updated**. Add pertinent documentation to your **portfolio**.

Fourth Year/or more

- For those interested in **graduate/professional school**, now is the time to research specific programs, attend graduate school fairs, obtain faculty recommendations, and other preparation. Your Career Counselor can assist you in finding out about programs in your field of interest and in successful completion of the application process including critiquing your admissions essays. The Career Services website has links that you will find useful.
- Begin to review **job listings** in your chosen field. Research potential employers.
- Refine your **job search strategies**. Discuss **networking** techniques and opportunities with your Career Counselor.
- Attend **job fairs** including the spring job fair co-sponsored by Career Services. Visit the Career Services website for job fair information.
- Keep your Career Counselor informed about the progress that you are making in your job search. We are here to advise and support you as you move on from your undergraduate work. We request that you **stay in touch with us** as your career unfolds. As a graduate of Worcester State College, you are welcome to utilize our services in the future and may have **an opportunity to assist current students** with their career plans through shadowing, career panels, and other programs.