CAREER PLAN: COLLEGE TO CAREER

**First-Year**

**EXPLORE**
- Explore career options with print and on-line resources.
- Take a career assessment.

**PLAN**
- Develop effective time management skills.
- Meet faculty during office hours. Use a tutor.

**CONNECT**
- Use your CardinalConnect.
- View part-time job postings.
- Attend Career Development Center events.

**ADJUST**
- Create college-level resume.
- Meet new people; grow your network.

**JOIN**
- Find clubs, ensembles, campus organizations or community services to develop new skills.

---

**Sophomore**

**CHOOSE**
- Meet with career counselor.
- Determine your major.
- Watch videos on Candid Career.

**DEVELOP**
- Revise resume with college experiences.
- Write job search letters.
- Polish social media profile.

**LEARN**
- Do information interviews.
- Enhance technical skills and global competencies.

**EXPERIENCE**
- Volunteer in the community.
- Work part-time.
- Job shadow people in chosen career field.

**LEAD**
- Be an officer in a club or organization.
- Enhance teamwork skills.
- Make a difference.

---

**Junior**

**CREATE**
- Develop your professional brand using social media.
- Write your career brand statement.

**ATTEND**
- Attend career fairs and employer info sessions.
- Attend the Graduate & Professional School fair.

**TRAVEL**
- Study abroad, do a student exchange, or alternative break program.
- Become multilingual.

**INTERVIEW**
- Arrange informational interviews with alumni.
- Do mock interviews in Cardinal Connect and with CDC staff.

**INTERN**
- Complete 2-3 applied learning experiences (job shadowing, internships, research, service learning).

---

**Senior**

**RESEARCH**
- Schedule a meeting at the CDC.
- Research career options.
- Develop target list of employers.

**NETWORK**
- Attend employer/alumni panels.
- Refine LinkedIn profile and digital persona.
- Attend a conference.

**APPLY**
- Devote time to your job search.
- Refine impressive resume.
- Create tailored cover letters.

**CONSIDER**
- Consider continuing education options.
- Take entrance exam.
- Arrange recommendations.

**TRANSITION**
- Know how to judge job offers.
- Develop financial literacy.
- Complete First Destination Survey.

---

Contact us:
career@plattsburgh.edu
(518) 564-2071