

Four-Year Career Development Plan *Building a Professional Portfolio*

1st Year ACE Requirements

- ❑ Attend a resume-writing workshop
- ❑ Create a professional college resume and submit it to ACE Career Specialist for review
- ❑ Complete a career interest inventory
- ❑ Meet with ACE Career Specialist to discuss interest inventory results

2nd Year ACE Requirements

- ❑ Meet with ACE Career Specialist to discuss career plans
- ❑ Attend career fair in September and/or grad school fair in October
- ❑ Attend a cover letter-writing workshop and submit a cover letter to ACE Career Specialist
- ❑ Complete a mock interview to prepare for summer job or internship
- ❑ Secure junior internship by end of sophomore year
- ❑ Participate in a career shadowing opportunity

1st Year: Self-Assessment and Career Planning

- ❑ Build a network of support and resources: Develop relationships with faculty and staff who can support you.
- ❑ Talk with your ACE academic advisor about majors and minors that match your interests and strengths.
- ❑ Get involved on and off campus. Join a student organization, volunteer, and/or get an on-campus job to build skills.
- ❑ Attend campus events (career events, graduate school fairs, etc.) where you can meet professors, staff, and other students.
- ❑ Assess your personal values, interests, skills and abilities through career self-assessment tools such as the Strong Interest Inventory.

2nd Year: Exploration & Leadership Development

- ❑ Actively research careers that interest you and meet with ACE academic advisor and career specialist to help narrow your choices.
- ❑ Build a mentoring relationship with professors in classes you enjoy the most; meet with them during office hours to explore topics and get advice.
- ❑ Attend career related workshops/events to learn about career opportunities/career paths; attend programs featuring guest speakers from career fields that interest you.
- ❑ Take an active leadership role in a student organization to develop your communication, teamwork and problem-solving skills.
- ❑ Conduct informational interviews with professionals to learn about a particular career field
- ❑ Develop a professional social media presence (LinkedIn, Facebook). Ask ACE career specialist how to meet professionals in different fields.
- ❑ Update college resume

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3rd Year ACE Requirements

- Meet with ACE Career Specialist to formulate a timeline for career/graduate school search
- Participate in a career shadowing opportunity
- Attend career fair in September and/or grad school fair in October
- Complete one internship or career-related work experience
- Update resume; draft a cover letter for internship opportunities

4th Year ACE Requirements

- Meet with ACE Career Specialist to design career search strategy/finalize graduate school search
- Conduct two informational interviews
- Complete one internship or career-related work experience
- Update resume; draft cover letters for employment

3rd Year: Career Goal Setting, Gaining Experience & Graduate School Planning

- Review and update your academic and career plan.
- Focus and set career goals. At this time all the experience and information you have gathered should be crystallizing into solid career goals and plans.
- Research graduate/professional school possibilities, the application procedures and deadlines. Register and prepare for admission tests such as the GRE, LSAT and MCAT.
- Join student chapters of professional organizations to gain career information and to start networking.
- Engage with alumni and actively network with professionals in your area of interest.
- Take on leadership roles on and off-campus. (Peer Mentor, Ambassador, etc)
- Apply for federal cooperative education and internship programs—they often require several months for a background check!

4th Year: Implementation & Transition

- Engage in active career search starting in the Fall semester; research companies/organizations and their career opportunities.
- Participate in career fairs and other related events to build your network of contacts.
- Actively apply for entry-level positions.
- Attend networking events and make the connections for your job search
- Prepare for job interviews or graduate school with a mock interview.
- Complete a capstone course that develops your skills.
- For graduate or professional school: complete your personal statement; request references from faculty and employers; mail your applications to schools.