

Start Early with Career Services ... Your Four-Year Plan



NO MATTER WHAT YEAR YOU ARE!!

- Check the Career Services **calendar of events** for programs and interview opportunities
- Refine and **upload your résumé** on the **Job and Internship Board** for access to internships and job postings (contact us for passwords—see tutorial online)
- **Use CareerShift** (part of the Job and Internship Board) to find internships and jobs all over the country (and beyond!)
- Attend various programs and information sessions conducted by Career Services and other experts
- Start exploring in the fall for a **summer career related internship**--start early to find the best variety of options
- Practice **mock interviews** with employers and/or Career Services staff
- Attend the many **Job and Internship Fairs**, most of which are offered on campus
- Explore your options at the **Graduate and Professional School Fair** each semester on campus
- Join Wittenberg Career Services on: **Facebook, Twitter, Instagram** and connect with alumni group on **LinkedIn** and **Evertrue**
- Attend **Annual Networking Learning** and **Dining Etiquette Event**

Freshman Year

- Visit **Career Services** to discover and assess your skills, interests, and work related values so you can begin thinking about a major
- Don't be afraid to **ask questions**—talk with career advisors, faculty and alumni to begin exploring different interests
- Get involved in at least one **campus or community activity** to develop leadership and other marketable skills
- Consider **job-shadowing** professionals in your potential field of interest

Sophomore Year

- With your faculty advisor, confirm your choice of major and clarify **program requirements**
- Schedule an appointment in **Career Services** to make sure you are on track with your career goals
- Examine your extra-curricular activities to identify your **marketable skills**
- Continue to develop your résumé—highlight your **accomplishments**
- Practice your writing and speaking skills—take courses requiring communication, critical thinking and writing skills, these are **critical skills** for any career
- Consider using **community service** requirement as an opportunity to **explore career interests** and gain experience

Junior Year

- Stay up to date--**update your résumé** after each new accomplishment
- Join **professional organizations** affiliated with your field
- Conduct **informational interviews** to develop contacts and gather information
- Investigate **graduate school** options; talk with your advisor
 - Gather information on the application process; take graduate school entrance exams in the spring/summer
- Do a **summer research project** if you are a science major or interested in attending medical or other health profession schools
- Think about a **job search plan**. Take into consideration the market, geographic preferences, financial needs, etc.

Senior Year

- Some employers **interview and hire** May graduates during the fall semester; December grads will also have opportunities in the fall
- Create drafts of **cover letter** for the job search
- Set up your account on LinkedIn; tap into your network for **job leads**
- Meet with a career advisor to develop a **job search strategy** and update your résumé highlighting your results
- **Practice your interviewing skills** through mock interviews in Career Services
- Take graduate school **entrance exams** and finalize **graduate school applications**
 - Obtain faculty letters of recommendation
 - Even if you are not planning to go to grad school right away, **take tests** during the fall semester—results are good for five years
 - Work on **personal statement** for graduate school
- **Apply** for fellowships and/or assistantships
- Sign up for **on-campus interviews**