

Discover Your *Dream*, Your *Calling*...

Customizable *4 - Year Plan*



wittenberg
UNIVERSITY

Career Services



Discover Your *Dream*, Your *Calling*...

Customizable *4 - Year Plan*



STUDENT GUIDE

Career Services

Is your calling to be a teacher? A pianist? How about a lawyer, historian, physician, or an accountant? Are you still discerning what your career pathway might be? Let this resources guide help you plan your next steps, regardless of where you are.

No student's journey to a career is the same. Use the worksheet below to identify the steps you need to take to reach your goals and then plot those steps out on the timeline. This is merely a guide – your path may change multiple times during your college journey!

Suggested Activities

<p>Take Personality & Career Assessments</p> <p>These tools can help you begin learning about yourself, and they give you a conversation partner when exploring potential pathways. Career Services offers multiple testing options via PathwayU.</p> <p>Recommended Time: Year 1</p>	<p>Research Majors & Career Areas</p> <p>Begin exploring potential majors that interest you.</p> <p>Research major requirements, and learn about where alumni from those programs landed after graduation.</p> <p>Recommended Time: Year 1</p>
<p>Campus Employment & Work Study</p> <p>Finding a job on campus is a great way to start building experience for your resume while earning extra money. These positions exist across campus, and you can apply for them on Handshake.</p> <p>Recommended Time: Year 1</p>	<p>Declare Your Major(s)</p> <p>Complete the Registrar's paperwork to declare your areas of study. Speak with your faculty advisor about department-specific career requirements (internship requirements, clinical experiences, etc.)</p> <p>Recommended Time: Year 1 / Year 2</p>
<p>Learn About Cover Letter Writing</p> <p>Attend a workshop, review digital resources, or meet with Career Services to learn about the basics of a cover letter. Each one is unique, so it's helpful to be ready to write one by learning the framework.</p> <p>Recommended Time: Year 1 / Year 2</p>	<p>Prepare A Running Resume</p> <p>Learn resume basics and begin creating one that you can continue to build off of in college. Career Services can assist you with workshops, resources, and individual advising appointments.</p> <p>Recommended Time: Year 1 / Year 2</p>
<p>Start A Network</p> <p>Organize all the professional contacts you have through family/friends, as well as those that you are making in college (faculty, internship colleagues, alumni, etc.). Update regularly.</p> <p>Recommended Time: Year 2</p>	<p>Create a LinkedIn Profile</p> <p>Recruiting is increasingly moving online. Developing a LinkedIn profile early can help you get noticed and provide helpful ways to connect with alumni and employers that you meet along the way.</p> <p>Recommended Time: Year 2</p>

<p>Conduct Informational Interviews</p> <p>These can help you gain firsthand knowledge about industries, organizations, graduate programs, and careers. Learn about informational interviews, and utilize them to discover more about your interests. .</p> <p>Recommended Time: Year 2 / Year 3</p>	<p>Research Graduate Programs</p> <p>Begin researching programs aligning with your goals. Make notes about specific admission requirements and application timelines. Consult your advisor or the Career Services graduate school guide.</p> <p>Recommended Time: Year 2 / Year 3</p>
<p>Complete An Internship</p> <p>These help you build experience, learn about your career pathway, and apply what you have learned in the classroom. When conducted during your junior year, they often can be tied to full-time job offers.</p> <p>Recommended Time: Year 2 / Year 3</p>	<p>Study Abroad</p> <p>Study abroad can be a formative experience for discerning your calling and vocation. It can also help you develop intercultural soft skills that are useful to any employer or career track.</p> <p>Recommended Time: Year 3</p>
<p>Participate In A Mock Interview</p> <p>Make sure you are well practiced and prepared for that first interview. Schedule a time with Career Services to conduct a mock interview or register for Mock Interview Days each semester.</p> <p>Recommended Time: Year 3</p>	<p>Find Employer Events & Local Fairs</p> <p>Speaking with recruiters in-person is a great way to get your foot in the door of a company. Check out the on-campus and off-campus employer events and fairs that take place annually.</p> <p>Recommended Time: Year 3 / Year 4</p>
<p>Conduct Faculty-Led Research</p> <p>If you plan to attend graduate school, conducting research with a faculty member can be a helpful supplement to your application. It can also allow you to dig deeper into your specific interest area.</p> <p>Recommended Time: Year 3 / Year 4</p>	<p>Prepare For Graduate Entrance Exams</p> <p>Preparing early for entrance exams (GRE, MCAT, LSAT, etc.) can be helpful. Admission and financial aid decisions can be linked to these scores. Consult the graduate school guide for additional info.</p> <p>Recommended Time: Year 3 / Year 4</p>
<p>Find A Mentor</p> <p>Having an alumni mentor can be helpful in your transition from college to career or grad school. Building a relationship and asking for advice can be extremely beneficial in your search process, too.</p> <p>Recommended Time: Year 3 / Year 4</p>	<p>Build A Job/Graduate Program Search Plan</p> <p>Defining your search parameters is important for having a targeted search. It also helps you to better utilize your limited time. Utilize a template from Career Services to get started with this.</p> <p>Recommended Time: Year 4</p>
<p>Search & Apply For Opportunities</p> <p>Defining your search parameters is important for having a targeted search. It also helps you better utilize your limited time. Secure a template from Career Services to start this process.</p> <p>Recommended Time: Year 4</p>	<p>Join Professional Organizations</p> <p>Becoming a member in professional organizations can be helpful for building a network of contacts in your chosen field. These organizations can also provide industry-specific career resources.</p> <p>Recommended Time: Year 4</p>

My *Dream Plan*

Year 1		
Fall Semester 1. _____ 2. _____ 3. _____ 4. _____	Fall Semester 1. _____ 2. _____ 3. _____ 4. _____	Summer 1. _____ 2. _____ 3. _____ 4. _____

Plan Notes & Ideas

Year 2		
Fall Semester 1. _____ 2. _____ 3. _____ 4. _____	Fall Semester 1. _____ 2. _____ 3. _____ 4. _____	Summer 1. _____ 2. _____ 3. _____ 4. _____

Plan Notes & Ideas

**Be sure to schedule a meeting to review your plan with Career Services
in the COMPASS: Sweet Success Center!**

My *Dream Plan*

Year 3		
Fall Semester	Fall Semester	Summer
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Plan Notes & Ideas

Year 4		
Fall Semester	Fall Semester	Summer
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Plan Notes & Ideas

**Be sure to schedule a meeting to review your plan with Career Services
in the COMPASS: Sweet Success Center!**