

Career Development: The 4-Year Planning Process

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Explore Your Academic Interests

- Talk to your advisor and professors about majors which interest you and experience a variety of courses
- Use what you learn in your General Education courses to help you determine your likes and dislikes
- Take personality and interest inventories
- Conduct informational interviews with professionals working in career fields that you are considering

Acquire Marketable Skills

- Study another language
- Develop computer proficiency

Sharpen Your Leadership & Communication Skills

- Participate in campus organizations and volunteer work that interests you
- Develop skills related to teamwork, prioritizing, and delegating skills

Secure a Summer Job

- Search for a position compatible with your career interests
- Network with professionals in the field to learn about openings

Choose a Major

- Talk to professors in fields which interest you; explore a variety of courses
- Maintain a respectable GPA; graduate schools and employers usually prefer 3.0 and above

Research Related Internship & Work Opportunities

- Internships provide opportunities to investigate careers of interest to you and to develop relevant experiences; don't wait until your senior year to get started
- Visit Career Services to talk about related work and internship opportunities that are appropriate for you
- Talk to companies and organizations about creating an internship position
- Apply early for internships—application deadlines range from one semester to one month prior to the internship start date

Develop Your Resume & Interviewing Skills

- Meet with a career counselor to develop your resume and to discuss the interview process
- Investigate resources online at:
<http://web.csp.edu/careerservices/>

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Investigate Careers

- Utilize College Central Network and VAULT—available through the Career Services website
- Conduct informational interviews with professionals working in career fields which interest you
- Attend job fairs and talk to employers about position requirements, responsibilities and opportunities
- Take advantage of opportunities to network with CU alumni

Research Graduate Schools

- Research graduate schools, application deadlines, and programs, which interest you
- Talk with a career counselor about writing application essays and contacting specific graduate school departments
- Utilize online options to familiarize yourself with entrance exam test dates and exam application deadlines

Participate in Career Related Experiences and Internships

- Contact organizations that interest you for paid, unpaid, or volunteer possibilities

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Prepare for the Job or Graduate School Search

- Utilize College Central Network and VAULT—available through the Career Services website
- Attend job and internship fairs

Utilize the Internet

- Investigate resources online—information about job opportunities, employers, and graduate schools are available through numerous websites

Develop a List of Possible Employers

- Research employers in your field
- Network for leads

Apply for Full-Time Employment

- Send targeted cover letters and resumes for positions that are interesting to you and that you are qualified to be applying for
- Arrange interviews and follow up with thank you letters