



Four-Year Plan for Career Success

Career development is a life-long process and it's never too early to start thinking about it! Even as early as your first year, there are ways to explore career options. Here are some suggestions for maximizing your college experience.

Investigate Options: First Year

CAREER

- Discuss your career goals and create a 4-year plan with a Career Consultant
- Research majors and careers
- Explore resources on the Career Center website
- Attend career-related workshops and events
- Develop your résumé and seek opportunities for part-time employment, volunteering, or job shadowing

ACADEMIC

- Meet with your academic advisor and explore academic disciplines
- Choose introductory elective courses that interest you
- Talk with faculty and actively participate in class
- Develop study and time management skills
- Maintain a solid GPA

PERSONAL & SOCIAL

- Join a student organization on campus
- Maintain a balanced school/social life
- Get involved on campus by attending student programs and athletic events
- Connect with other students and seek out mentors, whether peers or faculty/staff

Test Drive & Confirm Choice: Sophomore Year

CAREER

- Research internship and summer job opportunities with a Career Consultant
- Attend Career Center programs on résumé and cover letter writing and interviewing skills
- Interview and job shadow professionals in the field related to your area of interest
- Consider the possibility of graduate or professional school

ACADEMIC

- Discuss career options for academic majors with faculty and academic advisors
- Confirm your major
- Develop an academic plan with your advisor according to degree requirements
- Maintain a solid GPA
- Consider adding a minor, certificate or endorsement to your academic plan

PERSONAL/SOCIAL

- Join a professional organization relevant to your major
- Reflect on your values, interests, skills and abilities
- Participate in volunteer opportunities on campus or within your community
- Consider the benefits of studying abroad

Prepare & Connect With Professionals: Junior Year

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- Network with faculty, staff and employers
- Participate in an internship experience
- Complete a mock interview
- Attend career programs sponsored by the Career Center
- Update résumé and have it reviewed by the Career Center
- Discuss your career plan with Career Consultants, professors, & advisors
- Develop a list of professional references
- Research typical employers and work environments

ACADEMIC

- Meet with your academic advisor to ensure you are still on track to graduate
- Consider adding a minor, certificate, or endorsement to your academic plan
- Maintain a solid GPA
- Begin the graduate school application process and entrance exams, if applicable

PERSONAL & SOCIAL

- Continue hands-on experiences through activities, employment, and community involvement
- Take on leadership roles in your student organizations
- Practice stress & time management techniques to maintain a healthy social and school life balance

Implement Job/Grad School Search: Senior Year

CAREER

- Polish your résumé and cover letters; have them reviewed by a Career Consultant
- Attend career fairs & participate in on-campus interviews
- Plan your job search strategy or complete graduate school applications
- Participate in Career Center workshops
- Join professional organizations in your field and attend meetings & conferences
- Participate in a mock interview to gain a competitive edge
- Research possible companies, organizations, and employment options
- Complete the first destination survey to inform the Career Center about your career plans
- Connect with the Career Center as your lifelong career office

ACADEMIC

- Request letters of recommendation from faculty early in the year
- Confirm with your academic advisor that your requirements for graduation are met
- Complete all necessary graduation documentation
- Complete forms, request and send all necessary graduate school information, such as transcripts, financial aid, graduate assistant and scholarship applications
- Maintain solid GPA

PERSONAL & SOCIAL

- Continue to assess personal and professional post-graduation goals
- Utilize services available through UW and continue to stay involved
- Continue to establish and maintain relationships on campus and in the community

Schedule an Appointment with a Career Consultant

To schedule an appointment with a Career Consultant, fill out a form at bitly.com/CCAppt or call 608-262-1755.