

Year 1: Step Up



*Let's Learn Who You Are and
What Your Career Goals Are*

Learn more about the Center for Career and Professional Development (CCPD) and make it your “go to” place for your career needs.

 Check out our [website](#) and create your first college resume.


Let us help you create your first resume. Bring it to the CCPD for review and get to know us. It’s a must! Visit us and we can review it together.

Take a survey that will match you with possible careers.

Visit [Candid Career](#) for quick clips from professionals in your field of interest.



Log into [Handshake](#) to explore listed jobs and internships to see if any interest you.

 Begin to think about your self-brand, also known as your professional image.

Create a [LinkedIn](#) profile and begin to incorporate your self-brand. Be sure to have your profile reviewed by the CCPD.








 Make a step-by-step career plan for your time at CSI.

** Remember to focus strongly on academics, including going to class, participating in class discussions, completing all assignments, and studying for tests and exams.*

Year 2: Get Ready!



*Let's Research Careers
You Like and Get Some
Experience*

- Check in with the Center for Career and Professional Development (CCPD) to review your plan, including updating your resume.
- Boost your leadership profile by joining professional,  community based, or campus-wide clubs or organizations.
- Continue to build your self-brand and update your [LinkedIn](#) profile and other professional media platforms.
- Work with the CCPD to become “internship ready”.
- Find a mentor in your field.
- Conduct informational interviews and/or shadow company recruiters and professionals in careers that interest you. 
- Research three potential internship or apprenticeship opportunities.
- Start applying! 
- Attend career events and network with recruiters and mentors in your field. 
- Contact faculty about discipline specific research opportunities on campus.
-  Consider Study Abroad.

**It's never a bad idea to have a back up plan for your career.
*Remember to review your professional social media profiles
with a CCPD specialist.*

Year 3: Get Set!



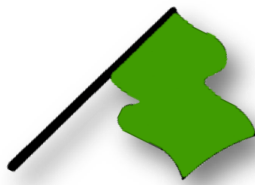
Step Into Your Career Plan

- Visit the Center for Career and Professional Development (CCPD) to update your resume and self-brand.
-  Apply for more internships.
- Engage in resume building activities such as virtual work experience programs ([Forage Virtual Work Experience](#) or [Skillful.ly](#)), class and club projects, and leadership projects. 
- Attend all career events to talk with employers, learn about opportunities, and practice interviewing.
-  Network through [LinkedIn](#) and connect with recruiters and alumni.
- Hold office in professional, community based, or campus-wide clubs and organizations.
- Apply for Study Abroad if you are interested. 
- Research graduate schools and other post graduate training.




** Remember to review your professional social media profiles with a CCPD specialist.*

Year 4: Go!



Step Out Into the World of Work

- Your senior year is your career year! Visit the Center for Career and Professional Development (CCPD) every chance you get. Arrange for a one-to-one consultation meeting with CCPD staff as you begin to launch your job search.
- Consult with CCPD staff on job search professional etiquette, how to present yourself to employers in a professional manner, and professional dress for interviews and meetings.
- Work one on one with CCPD staff, your mentor, or your faculty advisor (or all three!) to sharpen your self-brand interview skills.
- Come back to the CCPD time and time again – remember practice makes perfect!
- Reach out to faculty, mentors, or internship coordinators in your field for additional job search support.
-  Attend all job/internship fairs and events to network and establish job search connections.
- Work LinkedIn EVERYDAY like you never have before! Connect, connect, connect!
- Launch your job search on [Handshake](#), [RippleMatch](#), [WayUp](#), [LinkedIn](#), and other job search platforms.
- Spread the word to everyone that you are job searching!

