

FOUR - YEAR CAREER PLAN

WITH ADVANCED PLANNING, YOU CAN DEVELOP CAREER - READY SKILLS AND EXPERIENCES THAT WILL HELP YOU FIND YOUR IDEAL PATH AFTER GRADUATION

- Complete the Typefocus Career Assessment offered in UNIV 110 to identify your optimal career fields that fit with your interests, values, and abilities
- Log in to Handshake to create and activate your profile
- Have your resume reviewed and upload it to Handshake & LinkedIn
- Make an appointment with your academic advisor to review career goals and verify your major selection
- Explore potential career interests by attending a career fair, conducting informational interviews, and job shadowing
- Begin completing your required PDA credits; try starting with the Majors & Careers and Experiential Learning categories
- Focus on developing skills from your courses and extracurriculars
- Follow the Wall Center on Instagram @wallcenterccu

FRESHMAN

SOPHOMORE

- Get involved on campus with different clubs and organizations that pertain to your major or your career interests, as well as attending career fairs and workshops
- Attend a PDA on the internship process
- Begin to create your professional network using LinkedIn
- Continue working on your PDA credits, such as the Professional Profile and Leadership Skills categories
- Update your resume and have it critiqued in the Wall Center, then upload your newly revised resume into LinkedIn and Handshake

- Make an appointment to visit the Wall Center to discuss possible internship opportunities in your targeted career to obtain valuable experience
- Continue to expand your network through both personal and professional contacts
- Explore graduate school programs for career development and continue to attend career fairs
- Begin to reach out for letters of recommendation for your job search from past or present internships or part-time job supervisors, as well as any CCU faculty
- Start researching potential employers to learn more about their organizational culture, structure, and recruitment patterns
- Continue working on your PDA credits, focusing on the Interview Skills and Transition to the Profession categories

JUNIOR

SENIOR

- Initiate your official job search! Begin your search about six to nine months prior to graduation
- Have your final resume reviewed to make sure it is ATS compliant
- Update any pertinent information on your LinkedIn and Handshake Profiles
- If attending Graduate School, complete entrance exams and applications during your fall semester
- Make sure you have all your required PDA credits completed prior to graduation to ensure your degree confers
- Remember to connect with the Wall College of Business Alumni Network on LinkedIn so we can celebrate your career advancement