

## Four-Year Plan for Using Career Services

### 1st Year: Self-Assessment and Awareness

- Register with Husson Eagle Career Link at <http://www.collegecentral.com/husson>, Career Services job and employer database.
- Meet with Career Services to explore majors/occupations and identify your career questions.
- Explore “What Can I Do With This Major” through the following website: <http://whatcanidowiththismajor.com/major>
- Identify your interests, skills, work, and personality preferences by taking career assessments.
- Use Career Services to help you gather information about careers in which you might be interested.
- Explore career choices by learning how to connect and set up informational meetings with people.
- Participate in career-related events such as workshops, career fairs, employer visits, and informational sessions.
- Start developing a resume with the help of Career Services.

### Sophomore Year: Explore Career Interests and Internships

- If you haven't, register with or update Husson Eagle Career Link at <http://www.collegecentral.com/husson>.
- Join student organizations or professional associations related to careers to gain leadership skills
- Use Career Services resources to learn about resumes, cover letters, thank-you notes, and connecting.
- Update your resume with each new job you hold or student organization you join.
- Continue exploring occupations through Career Services, the internet, books, magazines, and associations.
- Start thinking about internships and meet with Career Services to develop an effective search strategy.
- Pursuing internships requires developing resumes, cover letters, and connecting with people.

### Junior Year: Gain Experience and Explore Graduate School

- If you haven't, register or update Husson Eagle Career Link at <http://www.collegecentral.com/husson>
- Work with Career Services to create a profile on LinkedIn at <http://www.linkedin.com>.
- Investigate if graduate or professional school is necessary to reach your goals. Meet with your adviser to discuss options and start planning at the beginning of your junior year and meet with Career Services to develop a strategy for searching and applying.
- Start identifying the types of entry-level positions for which you might qualify.
- Meet with Career Services to have your resume and cover letters critiqued or to start developing them.
- Learn about appropriate attire for the recruiting process. Purchase a business professional suit and shoes.
- Complete an internship if you haven't already to gain experience and try out a possible career interest.
- The internship search is very similar to the job search, so it is a good experience to go through to prepare yourself for your senior year.
- Learn about interviewing skills and schedule a mock interview with Career Services to practice.
- Attend career fairs, career-related events and information sessions at Husson and other institutions.

### Senior Year: Transition to Job or Graduate School

- If you haven't, register or update Husson Eagle Career Link at <http://www.collegecentral.com/husson>
- Continue to follow the Graduate/Professional School timeline if that is part of your career plan.
- Identify professionals, faculty, supervisors, and colleagues who are willing to serve as references and write letters of recommendation.
- Schedule a mock interview to practice for job or graduate school interviews.
- Tailor your resume and cover letter to each full-time position for which you apply.
- Learn how to connect with professionals in your field of interest. Connecting is the best way to find the best opportunities.
- Send thank-you letters to employers, contacts, and your references as you interview for positions.
- Continue attending career-related events and information sessions.
- Create business cards for yourself. You can do this yourself at [www.vistaprint.com](http://www.vistaprint.com) or in Word or Publisher.



Check out this video about how Career Services can help students

### Contact Career Services

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