CAREER DEVELOPMENT PLAN

BECOME. CAREER. READY.

Your academic preparation and career development experiences will take you from inquiry and exploration to career readiness!

- Collect career experiences
- Maintain a strong GPA
- Live out your faith
- Build your professional network
- Manage your digital identity

First Year
Inquire & Explore

- ☐ Meet with your academic advisor to discuss your major and careers
- ☐ Meet with career development staff to begin clarifying your interests
- ☐ Create a Roberts My Plan account to:
  - Take free career assessments
  - Explore what you can do with your major
  - Research careers, graduate schools, and salary information
- ☐ Create your Handshake account to search for internships and employment
- ☐ Conduct an informational interview or shadow a professional
- ☐ Write or update your resume
- ☐ Get involved in activities or student organizations related to your interests to develop your skills
- ☐ Obtain a part-time or summer job related to your career of interest

Second Year
Investigate & Engage

- ☐ Research two or more careers of interest
- ☐ Network with Roberts alumni or professionals in careers of interest
- ☐ Establish a mentor connection
- ☐ Conduct an informational interview or shadow a professional
- ☐ Update your resume… add new experience, skills, and achievements
- ☐ Create your LinkedIn profile
- ☐ Attend the Roberts Internship and Career Fair to network and search for internships and employment
- ☐ Engage in activities and assume leadership in organizations related to your interests

Third Year
Experience & Connect

- ☐ Participate in a mock interview to sharpen your interviewing skills
- ☐ Complete an internship to gain relevant experience
- ☐ Update your resume… add new experience, skills, and achievements
- ☐ Build your professional wardrobe
- ☐ Update your LinkedIn profile
- ☐ Attend the Roberts Internship and Career Fair to network and search for internships and employment
- ☐ Join a professional association related to your career interest
- ☐ Keep active in organizations and assume leadership roles
- ☐ Consider and research graduate schools

Fourth Year
Search & Transition

- ☐ Complete an internship to gain relevant experience
- ☐ Update your resume, Handshake account, LinkedIn profile, and other social media platforms
- ☐ Prepare a draft cover letter to customize when applying for positions
- ☐ Establish at least three professional references, create a document with contact information, and seek letters of recommendation
- ☐ Research organizations and locations where you might like to work and develop a prospective employer list
- ☐ Search for employment opportunities using Handshake, LinkedIn, and other online employment sites
- ☐ Attend off campus recruiting events/job fairs and the Roberts Internship and Career Fair, to network and search for full time employment
- ☐ If graduate school is your next step, complete necessary entrance exams and applications
- ☐ Develop your budget for after college
- ☐ Mentor a first year student in your major

GET STARTED TODAY!

- **Visit the Career Center:** Lower Rinker 102
- **Set up an appointment with Career Development:** www.roberts.joinhandshake.com.
- **Track your progress using this plan online:** rwc.roberts.edu/careerplan
- **Follow Career Development on Instagram:** @RobertsCareerDevelopment

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Career Development