

# 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](http://www.roberts.joinhandshake.com)
- **Track your progress using this plan online:** [rwc.roberts.edu/careerplan](http://rwc.roberts.edu/careerplan)
- **Follow Career Development on Instagram:**  @RobertsCareerDevelopment



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Career Development