

# CAREER DEVELOPMENT PLAN

## BECOME. CAREER. READY.

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

- Build your professional network
- Collect career experiences
- Live out your faith
- Maintain a strong GPA
- 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 clarify your career goals
- Create your Roberts Focus™ 2 Career account:
  - use access code: redhawks
  - take assessments
  - research careers and salary information
- Build your Handshake profile to:
  - search for internships and jobs
  - schedule appointments with career development staff
  - participate in employer sponsored virtual events
- Conduct an informational interview or shadow a professional
- Get involved in activities or student organizations
- Obtain a part-time or summer job related to your career interest

### Second Year Investigate & Engage

- Get involved in activities or student organizations
- Network with Roberts alumni or community professionals
- 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
- Keep active in organizations and assume leadership roles

### Third Year Experience & Connect

- Participate in a mock interview to sharpen your interviewing skills
- Complete an internship to gain career experience and develop your skills
- 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 goals
- Consider and research graduate schools

### Fourth Year Search & Transition

- If graduate school is your next step, complete necessary entrance exams and applications
- Complete an internship to gain career experience and develop your skills
- Update your resume, Handshake profile, LinkedIn profile, and other social media accounts
- Draft a cover letter to customize when applying for positions
- Identify and ask individuals to serve as professional references
- 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 employment websites
- Attend off campus recruiting events/job fairs and the Roberts Internship and Career Fair
- Develop your budget for after college



**GET STARTED TODAY!**

Schedule an appointment with Career Development  
[www.roberts.joinhandshake.com](http://www.roberts.joinhandshake.com)

Track your career readiness progress  
[rwc.roberts.edu/careerplan](http://rwc.roberts.edu/careerplan)

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CAREER DEVELOPMENT