

# Career Development Plan

[rwu.roberts.edu/careerplan](http://rwu.roberts.edu/careerplan)

## DISCOVER.YOUR.PURPOSE.

What are your interests and gifts?  
What might you be called to do?

Throughout your Roberts journey, connect your academic experience to your purpose.

Develop career competencies.  
Serve the community.  
Live out your faith.  
Build your confidence.

### FIRST YEAR EXPLORE & DISCOVER

Learn about yourself, discover your calling, and consider how you can use your gifts in the world to live with purpose.

- ☐ **SIGN INTO HANDSHAKE**  
Build your profile to search for jobs and schedule appointment with Career Development staff
- ☐ Discuss results of the Strong Interest and CliftonStrengths assessments with Career Development staff
- ☐ Connect with others from diverse backgrounds through campus engagement and student organizations
- ☐ Meet with your academic advisor to discuss your educational plan and progress
- ☐ Create a professional resume using the **online** Career Development Plan resources and schedule a resume review through Handshake
- ☐ Shadow a professional and build career competencies through employment

### SECOND YEAR INVESTIGATE & ENGAGE

Research careers, build your career competencies, and establish professional connections.

- ☐ Remain active in student organizations and assume leadership roles
- ☐ Continue working and assume new responsibilities to expand your knowledge and skills
- ☐ Attend the Roberts Career Connections Expo (spring semester)
- ☐ Schedule an appointment for career counseling to clarify your calling and career plans
- ☐ Use Handshake to attend employer-hosted virtual events
- ☐ **EXPERIENCE**  
Engage in career-related work/internship/service
- ☐ Establish a mentor connection for career insight and professional advice
- ☐ Create your LinkedIn profile to network with Roberts alumni and community professionals
- ☐ Review your resume and add new experiences, courses, and skills

### THIRD YEAR EXPERIENCE & CONNECT

Participate in experiential learning and service, grow your career competencies, and build your professional brand.

- ☐ Participate in a mock interview to sharpen your skills and gain confidence
- ☐ Update your LinkedIn and Handshake profiles
- ☐ Complete an internship to gain career experience and develop your skills
- ☐ Consider and research graduate schools
- ☐ Use Handshake to search for internships, attend employer-hosted virtual events, and register for the Roberts Career Connections Expo (spring semester)
- ☐ Join a professional association related to your major and/or career goals
- ☐ **GIVE BACK**  
Mentor a new student, take on a leadership role, or volunteer in the community
- ☐ Update your resume

### FOURTH YEAR SEARCH & TRANSITION

Actively engage in the employment search and/or graduate school application process.

- ☐ **GRADUATE SCHOOL?**  
Complete necessary exams and applications
- ☐ Check your social media accounts to ensure they represent your authentic and professional brand
- ☐ Actively engage in Roberts Senior Week events
- ☐ Draft a cover letter to customize when applying for positions
- ☐ Identify prospective employers, locations, and job opportunities through networking and employment websites
- ☐ Attend Roberts Career Connections Expo, and other in-person and virtual recruiting events
- ☐ Ask individuals to serve as professional and character references
- ☐ Perfect your resume and schedule a review with Career Development staff

### GET STARTED TODAY!

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


Visit the Career Center

Use **ONLINE RESOURCES**

**Focus™2 Career** - Create your Account  
Use access code: **redhawks**

**Candid Career** - 1000s of career videos

Follow us!

 RobertsCareerDevelopment



**ROBERTS**  
CAREER DEVELOPMENT

Located in the  
Golisano Community Engagement Center

