

Career Development Plan

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

BECOME CAREER READY!

- 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 My Plan account. Get an activation code from Career Development to:
 - Take free career assessments
 - Explore what you can do with your major
 - Research careers, graduate schools, and salary information
- Create a Roberts Career Connect account to search for internships, jobs, and mentors
- Conduct an informational interview or shadow a professional
- Write or update your resume
- Get involved in activities or organizations related to your interests
- Obtain a part-time or summer job in your career field of interest

Second Year Investigate & Engage

- Research two or more careers of interest
- Network with Roberts alumni or professionals in your career field of interest
- Establish a mentor connection using the Roberts Alumni Mentoring Program
- Conduct an informational interview or shadow a professional
- Review and update your resume...add new experience, skills, and achievements
- Create your profile on LinkedIn
- Attend the Roberts Internship and Career Fair during the spring semester to network for internships and employment
- Engage in activities or 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... check out thrift shops
- Update your LinkedIn profile
- Attend the Roberts Internship and Career Fair during the spring semester to network 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, LinkedIn profile, and other social media accounts
- Prepare a cover letter to customize when applying for positions
- Establish three professional references, create a document with contact information, and seek letters of recommendation
- Research organizations and locations where you might like to work... develop a prospective employer list
- Search for employment opportunities using Roberts Career Connect and other online employment sites
- Attend off campus recruiting events/job fairs and the Roberts Internship and Career Fair, to network 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



Helpful Links

www.roberts.edu/careerdevelopment
www.roberts.edu/robertscarerconnect
www.roberts.myplan.com
www.linkedin.com

www.roberts.edu/careerplan



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or call us at 585.594.6539.