

Four-Year Career Plan

FIRST YEAR: AWARENESS

- Visit the Center in person and follow us online.
- Complete a personality/career assessment, such as FOCUS 2, to see how your interests relate to your career path.
- Register for **Careers4Terps** and take advantage of internships, part-time, summer and/or volunteer opportunities in your career area(s) of interest.
- Begin planning for The President's Promise opportunities such as research, study abroad, student leadership or volunteerism.
- Explore your interests through work-related experiences, job shadowing and speaking with professionals in a variety of occupations.
- Develop targeted resume(s) and cover letter(s) and have them critiqued at the Center.
- Register for PSYC123: The Psychology of Getting Hired to learn what influences the hiring process and how to develop your competitive edge.
- Attend Center fairs, career panels, workshops and networking events.

SECOND YEAR: EXPLORATION

- Discuss career goals with Center staff.
- Build your resume by pursuing career and major-related opportunities.
- Research various career fields and professions of interest, use **Terrapins Connect** for career and job search advice and conduct informational interviews.
- Establish and maintain your professional media presence through such networks as **LinkedIn**, Twitter and Blogger.
- Update your **Careers4Terps** account.
- Attend career and internship fairs, networking events and employer site visits to learn about professional opportunities.
- Maintain a good academic record. Employers see grades as an objective measure of your abilities and time management skills.
- Bring in updated targeted resume(s) and cover letter(s) for critiques at the Center.
- Register for PSYC123: The Psychology of Getting Hired to learn what influences the hiring process and how to develop your competitive edge.
- (For students looking for that **first** internship) Register for EDCP108i: Academic Transitions to Internships to engage in the full experience of searching for an internship.

THIRD YEAR: EXPERIENCE

- Assess your progress and check in with Center staff as needed.
- Gain practical experience through internships, study abroad, research, student activities and volunteer work.
- Conduct a virtual mock interview to see how well you do and practice your 30-second "commercial/elevator pitch."
- Interview with employers seeking interns through the On-Campus Interviewing (OCI) Program.
- Network with employers at information sessions, events and fairs.
- Update and create Search Agents in **Careers4Terps**.
- Continue building your professional brand via social media.
- Update your targeted resume(s) and cover letter(s), and have them critiqued at the Center.
- Develop relationships with professionals who could serve as references.
- (For Potential Graduate Students) Familiarize yourself with graduate or professional school admissions procedures.

FOURTH YEAR: TRANSITION

- Strategize your upcoming job search with Center staff.
- Attend Center events to strengthen job search skills such as resume writing, interviewing and networking.
- Develop targeted resumes and cover letters to support job search activities and have them critiqued at the Center.
- Utilize Search Agents in **Careers4Terps** to receive alerts and apply for employment.
- Research prospective employers thoroughly before interviews.
- Present your qualifications to employers attending Career & Internship Fairs.
- Take advantage of the On-Campus Interviewing (OCI) Program for full-time jobs.
- Continue to network and conduct informational interviews with employers of interest.
- (For Potential Grad Students) Have your personal statement critiqued for graduate or professional school applications.