

## FOUR YEAR CAREER PLAN

### First Year

- MEET regularly with your academic advisor
- COMPLETE a self assessment inventory in Career Exploration that will provide majors and careers that fit your interests, skills, values and personality
- SPEAK with departments across campus about academic majors, minors, and concentrations
- UTILIZE [programsofstudy.appstate.edu](http://programsofstudy.appstate.edu) to review course requirements for majors and minors
- VISUALIZE and plan coursework for each semester at [fouryearguides.appstate.edu](http://fouryearguides.appstate.edu)
- RESEARCH on campus jobs at [studentemployment.appstate.edu](http://studentemployment.appstate.edu)
- ATTEND the Majors Fair and Career Exploration Fair in October
- EXPLORE related career titles, internships and employers for AppState majors at [careerexploration.appstate.edu/careers-in-my-major](http://careerexploration.appstate.edu/careers-in-my-major)
- RESEARCH career titles and industry information via [careergear.appstate.edu](http://careergear.appstate.edu) and O\*Net Online, [onetonline.org](http://onetonline.org)
- UTILIZE [careergear.appstate.edu](http://careergear.appstate.edu) to identify local part time jobs
- GATHER information on course requirements and alumni profiles at [appstate.edu/academics/majors](http://appstate.edu/academics/majors)
- JOIN a club and/or organization related to your major and interests, [csil.appstate.edu](http://csil.appstate.edu)
- IDENTIFY local volunteer opportunities that are related to your interests via [volunteer.appstate.edu](http://volunteer.appstate.edu)
- ATTEND club expo in August.
- APPLY for financial aid at [fafsa.gov](http://fafsa.gov); check your [appstate.edu](http://appstate.edu) email and the Financial Aid tab of your AppalNet account regularly for updates

### Second Year

- CONTINUE to meet regularly with your advisor
- TAKE additional self assessments and explore majors and careers if you are undeclared
- ATTEND the Majors Fair and Career Exploration Fair in October
- SCHEDULE an appointment with your career counselor via CareerGear [careergear.appstate.edu](http://careergear.appstate.edu) to develop your collegiate resume and discuss internship opportunities
- UTILIZE [careergear.appstate.edu](http://careergear.appstate.edu) to research internships
- EXPLORE the internships website, [internships.appstate.edu](http://internships.appstate.edu)
- ATTEND the Internship Fair and Leadership and Involvement Fair in January
- CREATE a LinkedIn profile and network with fellow students, alumni and professionals with similar career interests
- COMPLETE informational interviews and job shadowing with professionals in your field(s) of interest
- PURSUE summer volunteer, work and internship opportunities
- ATTEND career fairs to learn about career fields and apply for part-time jobs or internships
- APPLY for financial aid at [fafsa.gov](http://fafsa.gov) and find out how to keep your loan debt down at [financialaid.appstate.edu](http://financialaid.appstate.edu)

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### Third Year

- WORK with your career counselor to update and refine your resume and for assistance with applying to internships
- BUILD and develop your professional portfolio via A-portfolio [aportfolio.appstate.edu](http://aportfolio.appstate.edu)
- UTILIZE [internships.appstate.edu](http://internships.appstate.edu) for resources in finding and applying for internships
- EXPLORE research opportunities, [osr.appstate.edu](http://osr.appstate.edu)
- TAKE on leadership roles within clubs and organizations
- JOIN a regional or national professional organization in your field of study
- ATTEND career development workshops/events, career fairs, information sessions, and professional etiquette dinners
- DETERMINE if graduate or professional school would be beneficial in helping you reach your career goals
- ATTEND the Graduate and Professional Schools fair if interested in graduate school
- PRACTICE your elevator speech and professional networking skills; learn more about professional attire
- UPDATE your LinkedIn profile to enhance your professional image and continue connecting with employers, colleagues, campus/community leaders, and mentors
- APPLY for financial aid at [fafsa.gov](http://fafsa.gov) and check [nsls.gov](http://nsls.gov) to find your current total student loan debt

### Final Year

- SCHEDULE an appointment with your career counselor via [careergear.appstate.edu](http://careergear.appstate.edu) to review your resume and discuss your job search strategy & post graduate plans
- UPDATE resume to include internship, volunteer, leadership, involvement, work and professional organizations
- COMPLETE a practice interview through Interview Stream [appstate.interviewstream.com](http://appstate.interviewstream.com), an online practice interviewing software or in person with employers or career counselors
- ATTEND Career Center events, workshops and career fairs
- RESEARCH company and organization information for your field via [onetonline.org](http://onetonline.org) and [careergear.appstate.edu](http://careergear.appstate.edu)
- ATTEND an AppState, regional or national professional organization workshop and/or conference within your major
- APPLY for jobs and post graduate fellowships and programs during your senior year; be mindful of application deadlines
- UTILIZE [careergear.appstate.edu](http://careergear.appstate.edu) to sign up for on campus interviews and search for jobs
- FOLLOW up with employers/interviewers and always send a thank you letter for their time and consideration
- IDENTIFY a list of references/professional contacts
- TAKE graduate school admissions test, write a personal statement and complete applications for graduate school
- APPLY for financial aid at [fafsa.gov](http://fafsa.gov); complete Financial Awareness Counseling and Exit Counseling at [studentloans.gov](http://studentloans.gov)