TRANSFER CAREER PLAN

First/Second Year

- MEET regularly with your Academic Adviser
- SPEAK with departments across campus about academic majors, minors, and concentrations, and then review academic requirements for them at programsofstudy.appstate.edu
- VISUALIZE and plan coursework for each semester at fouryearguides.appstate.edu
- RESEARCH and apply to on-campus jobs at Student Employment
- EXPLORE related career titles, internships and employers for AppState majors at Career Exploration
- RESEARCH career titles and industry information via Handshake and O*Net Online at onetonline.org
- UTILIZE Handshake to identify local part-time jobs
- EXPLORE alumni profiles at appstate.edu/where
- JOIN a club and/or organization related to your major and interests
- IDENTIFY local volunteer opportunities that are related to your interests at volunteer.appstate.edu
- SCHEDULE an appointment with your Career Counselor via Handshake to discuss your career interests and goals
- UTILIZE Handshake and the internships website to research internships
- CREATE a LinkedIn profile and network with students, alumni and professionals with similar career interest
- PURSUE summer volunteer, work and internship opportunities
- ATTEND Career Development Center career fairs to learn about career fields and apply for jobs and/or internships

EXPLORE • BUILD • PURSUE

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@appcareercenter
@appstatecareers
TRANSFER CAREER PLAN

Third/Final Year

☐ SCHEDULE an appointment with your Career Counselor via Handshake to review your resume and discuss your job/internship search strategy and post-graduation plans

☐ BUILD and develop your professional portfolio via A-portfolio at aportfoli@appstate.edu

☐ UTILIZE resources in finding and applying for internships and research opportunities

☐ TAKE on leadership roles with clubs and organizations and join a regional or national professional organization in your field of study

☐ DETERMINE if graduate or professional schools would be beneficial to your career goals

☐ APPLY for jobs and postgraduate fellowships and programs during your senior year; be mindful of application deadlines

☐ ATTEND Career Development Center events and career fairs

☐ PRACTICE your elevator speech

☐ DEVELOP professional networking skills & wardrobe

☐ UPDATE your LinkedIn profile to enhance your professional image and connect with employers, colleagues, campus/community leaders, & mentors

☐ COMPLETE a practice interview at careers.appstate.edu, or in person with employers or Career Counselors

☐ ATTEND an AppState, regional or national professional organization workshop, and/or conference within your major

☐ ENGAGE in student research at osr.appstate.edu

☐ UTILIZE Handshake to sign up for on-campus interviews, search for jobs, and learn about employers visiting campus

☐ FOLLOW up with employers/interviewers and always send a thank you letter for their time and consideration

☐ MAKE a list of references/professional contacts

☐ TAKE a graduate school admissions test, write a personal statement, and complete applications