TRANSFER CAREER PLAN  

**First/Second Year**

- **MEET** regularly with your academic advisor
- **SPEAK** with departments across campus about academic majors, minors, and concentrations
- **UTILIZE** programsofstudy.appstate.edu to review course requirements for majors and minors
- **VISUALIZE** and plan coursework for each semester at fouryearguides.appstate.edu
- **RESEARCH** and apply to on campus jobs at 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
- **RESEARCH** career titles and industry information via careergear.appstate.edu and O*Net Online, onetonline.org
- **UTILIZE** careergear.appstate.edu to identify local part time jobs
- **GATHER** information on course requirements and alumni profiles at appstate.edu/academics/majors
- **JOIN** a club and/or organization related to your major and interests, csil.appstate.edu
- **IDENTIFY** local volunteer opportunities that are related to your interests via volunteer.appstate.edu
- **SCHEDULE** an appointment with your career counselor via Career Gear careergear.appstate.edu to develop your collegiate resume and discuss internships
- **UTILIZE** careergear.appstate.edu to research internships
- **EXPLORE** the internships website, 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
TRANSFER CAREER PLAN

Third/Final Year

- **SCHEDULE** an appointment with your career counselor via careergear.appstate.edu to review your resume and discuss your job/internship search strategy and post-graduation plans
- **BUILD** and develop your professional portfolio via A-portfolio aportfolio.appstate.edu
- **UTILIZE** internships.appstate.edu for resources in finding and applying for internships
- **EXPLORE** research opportunities, osr.appstate.edu
- **TAKE** on leadership roles with 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 in October 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
- **COMPLETE** a practice interview through Interview Stream appstate.interviewstream.com, an online practice interviewing software or in person with employers or career counselors
- **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 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
- **MAKE** a list of references/professional contacts
- **TAKE** graduate school admissions test, write a personal statement and complete applications for graduate school

**CAREERS.APPSTATE.EDU**