Year 1: Step Up

Let’s Learn Who You Are and What Your Career Goals Are

Learn more about the Center for Career and Professional Development (CCPD) and make it your “go to” place for your career needs.

Check out our website and create your first college resume.

Let us help you create your first resume. Bring it to the CCPD for review and get to know us. It’s a must! Visit us and we can review it together.

Take a survey that will match you with possible careers.

Visit Candid Career for quick clips from professionals in your field of interest.

Log into Handshake to explore listed jobs and internships to see if any interest you.

Begin to think about your self-brand, also known as your professional image.

Create a LinkedIn profile and begin to incorporate your self-brand. Be sure to have your profile reviewed by the CCPD.

Make a step-by-step career plan for your time at CSI.

* Remember to focus strongly on academics, including going to class, participating in class discussions, completing all assignments, and studying for tests and exams.
Year 2: Get Ready!

- Check in with the Center for Career and Professional Development (CCPD) to review your plan, including updating your resume.
- Boost your leadership profile by joining professional, community-based, or campus-wide clubs or organizations.
- Continue to build your self-brand and update your LinkedIn profile and other professional media platforms.
- Work with the CCPD to become “internship ready”.
- Find a mentor in your field.
- Conduct informational interviews and/or shadow company recruiters and professionals in careers that interest you.
- Research three potential internship or apprenticeship opportunities.
- Start applying!
- Attend career events and network with recruiters and mentors in your field.
- Contact faculty about discipline specific research opportunities on campus.
- Consider Study Abroad.

*It’s never a bad idea to have a back up plan for your career.
* Remember to review your professional social media profiles with a CCPD specialist.
Year 3: Get Set!  

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<tr>
<th>Task</th>
<th>Details</th>
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<tr>
<td>Visit the Center for Career and Professional Development (CCPD)</td>
<td>to update your resume and self-brand.</td>
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<td>Apply for more internships.</td>
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<td>Engage in resume building activities such as virtual work experience</td>
<td>programs (<a href="https://www.forage.com">Forage Virtual Work Experience</a> or</td>
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<td>Attend all career events to talk with employers, learn about</td>
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<td>Network through <a href="https://www.linkedin.com">LinkedIn</a> and connect with</td>
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<td>Apply for Study Abroad if you are interested.</td>
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<td>Research graduate schools and other post graduate training.</td>
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* Remember to review your professional social media profiles with a CCPD specialist.
Your senior year is your career year! Visit the Center for Career and Professional Development (CCPD) every chance you get. Arrange for a one-to-one consultation meeting with CCPD staff as you begin to launch your job search.

Consult with CCPD staff on job search professional etiquette, how to present yourself to employers in a professional manner, and professional dress for interviews and meetings.

Work one on one with CCPD staff, your mentor, or your faculty advisor (or all three!) to sharpen your self-brand interview skills.

Come back to the CCPD time and time again – remember practice makes perfect!

Reach out to faculty, mentors, or internship coordinators in your field for additional job search support.

Attend all job/internship fairs and events to network and establish job search connections.

Work LinkedIn EVERYDAY like you never have before! Connect, connect, connect!

Launch your job search on Handshake, RippleMatch, WayUp, LinkedIn, and other job search platforms.

Spread the word to everyone that you are job searching!