INDIVIDUALIZED CAREER PLANNING GUIDE

YEAR ONE: PLAN: CAREER COACHING
- Meet with a Career Specialist for initial planning and advisement
- Register for Symplicity and complete an initial résumé and cover letter
- Conduct research on potential career fields
- Seek out faculty to discuss selection of academic major
- Develop an Individualized Career Plan (ICP).

YEAR TWO: PLAN: ESTABLISHING CAREER GOALS
- Conduct industry-related research on internships
- Identify 3 potential internships in career related field
- Consider volunteering, shadowing, and/or mentoring in career related field
- Attend minimum of two career events sponsored by the Career and Scholarship Center
- Research competitive special opportunity programs, if qualified
- Meet with faculty to discuss declaration of major
- Finalize résumé and cover letter
- Join professional, community, and/or campus wide organizations and clubs
- Establish a Co Curricular Transcript

YEAR THREE: PREPARE: PUTTING YOUR ICP INTO ACTION
- Apply for/complete competitive internship(s)
- Apply for special opportunity internships, fellowships, scholarships
- Research/apply for Graduate School
- Consider Study Abroad
- Conduct a minimum of one mock telephone and in person interview
- Schedule an informational interview with recruiter in chosen industry/field
- Attend Internship Fairs, Graduate School Fairs, and minimum of 2 networking events
- Update résumé and cover letter
- Update Co Curricular transcript
- Advance within professional, community, and campus wide organizations and clubs

YEAR FOUR: PURPOSE: JOB SEARCH OR GRADUATE SCHOOL
- Register for On Campus Recruitment programs
- Apply for/complete additional internship to boost marketability
- Maximize job search efforts by researching industry related hiring trends/applying best practices
  - Practice, practice, practice interviewing skills
- Attend all Job Fairs (real and virtual) – CUNY Big Apple, Women for Hire, Rutgers, etc.
- Utilize networking contacts to acquire job interviews
- Follow up with C&SC staff to launch effective job search or graduate school plan
- Finalize Co Curricular transcript

THE CAREER AND SCHOLARSHIP CENTER