

1 Freshman Year: Discover

STEP 1: CONNECT WITH THE CAREER CENTER

Get acquainted with us! Stop by DUC110, call us at 314-935-5930 or schedule an appointment at careercenter.wustl.edu

- Begin by meeting with a Career Advisor or Career Peer. You'll learn about how the Career Center can support you.
- Explore CAREERlink, the Career Center online job, internship and co-op database. Use this site to RSVP for workshops and learn about career fairs.

GETTING AHEAD

- Go to Career Center career exploration events, such as Career Interest Groups, Career Early Action, and Career Development Day to learn about the world of work from alumni and professionals.
- Get involved with student groups.

STEP 2: CONSIDER YOUR INTERESTS

Take some time to reflect on your interests.

- Meet once a semester with a Career Peer or Career Advisor to talk about your interests, especially as they relate to exploring majors and summer plans.
- The Career Center provides online assessment tools to help you learn more about your career preferences at careercenter.wustl.edu.

STEP 3: DEVELOP A PROFESSIONAL RESUME

A college resume is very different from what you used in high school. Come to Quick Questions hours (10-5, Mon-Fri) for assistance with your first "professional" resume.

STEP 4: INVESTIGATE YOUR SUMMER OPTIONS

It is never too soon to gain experience during the summer! The summer following your freshman year is a great time to volunteer, find a summer job, intern, and/or shadow a professional.

- Talk with family, friends, or alumni about the world of work. Learn more about internships by checking out Success Stories at: careercenter.wustl.edu/success.

2 Sophomore Year: Investigate

STEP 1: REFLECT & EVALUATE

Identify your core interests and strengths. Select a major, build on campus involvement, and begin to consider career paths.

- Look for patterns in your skills and interests as you update your co-curricular portfolio.
- Attend a Major Minor Decisions workshop if needed.

STEP 2: INVITE OTHERS IN

- Meet with a Career Advisor in the fall to discuss your academic and career interests and how to explore them. This is a great time to discuss all your options – even if you don't know what you want to do after graduation.
- Get to know at least one professor and/or staff person who shares your intellectual and social interests.

GETTING AHEAD

- Attend Career Development Day in the fall.
- Expand your wardrobe to include a professional suit.
- Sign up for a Career Interest Group.
- Participate in the ACE program. Consider attending a Road Show.

STEP 3: GET READY TO EXPLORE OPTIONS

Sophomore summer is a great time for finding an internship or research experience.

- Update your CAREERlink profile so you receive interest-specific e-mails.
- Polish your resume so you are ready to apply for summer opportunities.
- Arrange informational interviews with professionals who work in fields of interest to you. Reach out to WashU alumni to expand your network.
- Attend one of the career fairs and SLAMs to meet with employers.

STEP 4: FOCUS ON A MEANINGFUL SUMMER

Spring (sometimes fall, depending on the industry) is the time for researching and applying to summer opportunities.

- Check-in with your Career Advisor for support on your search.
- Visit careercenter.wustl.edu/items/academic-credit to learn about the requirements to earn academic credit for an unpaid internship.



3 Junior Year: Experience

STEP 1: ENGAGE WITH THE CAREER CENTER

Junior year is the ideal time to actively start planning for life after college.

- Reassess your interests and options. Have they changed? How and why? Are you feeling stuck? Talk with a Career Advisor.
- Review your resume and transcript to determine what skills, knowledge, and experiences you need to gain to pursue your fields of interest.
- Research different graduate, health, or law programs. Review program descriptions, read faculty biographies, and make note of their entering criteria.

STEP 2: DEVELOP YOUR POST-GRADUATION PLAN

Once you reevaluate your options, you need to make a plan to reach your end goal. This is especially important if you are studying abroad this year, or hoping to apply to graduate school or a competitive fellowship.

- Update your profile in CAREERlink to keep you up-to-date on the latest internships, co-ops, and events.
- Target specific extracurricular and leadership activities, internships or research opportunities that will grow the skills, knowledge, and experiences you need to reach your goals.
- Attend relevant Career Center panels, employer information sessions, Road Shows, and events.
- Visit office hours to speak with professors about your shared intellectual interests and talk with current graduate, law, or medical students about their experiences and research.

STEP 3: PREPARING FOR A MEANINGFUL SUMMER

The summer after junior year is an especially important time to gain experience through an internship or research opportunity.

- Brush up your resume; integrate study abroad and summer experiences.
- Prepare for and take relevant entrance exams for graduate or law school.
- Find out the recruiting timelines for your fields of interest.

STEP 4: LEAN ON US!

Keep in mind that you have a team of people to help.

- Make an appointment with your Career Advisor at least once a semester to coach you on your future plans and how to connect with individuals who share your interests.
- Have your resume and cover letter reviewed at the Career Center during Quick Questions drop-in hours.

GETTING AHEAD

- Create a target list of potential employers, graduate or professional schools, or transitional programs.
- Travel on a Road Show to meet employers and alumni.
- Attend Career Camp (fall) and Junior Jumpstart (spring).

4 Senior Year: Achieve

STEP 1: PREPARE FOR THE APPLICATION PROCESS

The application processes for job opportunities and graduate school can be very time consuming. Develop an action plan to chart and monitor your progress.

- Early in the fall semester, develop strategies for identifying and researching organizations, create a target list of employers, transitional programs, and graduate schools that interest you.
- Meet with a Career Advisor on a regular basis to talk about your target list, polish your resume, learn search skills, strengthen your interviewing techniques, and discuss graduate school options.

GETTING AHEAD

- Get a head start by attending Career Camp in August.
- Participate in a Road Show to meet with employers in major U.S. cities.
- Join a Career Interest Group to keep your search on track.
- Use LinkedIn to expand your list of professional contacts.
- Read trade journals and business press to gain industry knowledge.

STEP 2: ACTIVATE YOUR SEARCH

The most important thing about your search is to carve out time on a regular basis to invest in the process.

- Monitor CAREERlink daily for new job postings, employer info sessions, and events. To receive alerts about new opportunities, you can set up auto search agents.
- Reach out to people in your network to access the "hidden job market."
- Attend the Fall & Spring Career Fairs and SLAMs throughout the year.
- Complete applications for graduate programs.
- Consider several options. It's good to have a 'plan b' if something changes.

STEP 3: KEEP GOING

Be patient and persistent. The average job search takes about six months.

- Stay in touch with your Career Advisor for ongoing support.
- Reach out to new contacts in organizations of interest.
- Attend information sessions and other events to meet new employers who are looking for entry-level talent.

STEP 4: TRANSITION: THIS IS JUST THE BEGINNING.

Graduation is close!
Prepare yourself for the next chapter of your life.

- Rework the above steps as needed!
- Tell us your plans! Go to careercenter.wustl.edu/plans.
- We're here for you even after graduation — chat with us face to face, by telephone or on Skype!

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