



Career Services

“Your journey to career success begins here...”

Gwynedd-Mercy College ♦ Campbell Hall ♦ Ext. 230 ♦ careerservices@gmc.edu

SUGGESTED 4 YEAR ACTION PLAN FOR CAREER SUCCESS

Start the process NOW!! By following these suggested guidelines, you'll get to know yourself better, know your career options, and market yourself more effectively when it's time to graduate.

*(For a more detailed outline of the Career Development Process, including learning outcomes, see below)

FRESHMAN YEAR

- First and foremost, establish yourself academically
- Visit the Career Services website
- Check out our Career newsletter (Career Update)
- Meet with a Career Counselor
- Visit our Career Library
- Utilize our career assessment instruments to get to know yourself better . These instruments can help you choose a major/career path.
- Visit our site about “What Can I Do With This Major?”
- Explore student groups & organizations and campus activities
- Cultivate relationships, particularly among faculty
- Consider part-time/internship/externship opportunities
- Create a resume, you'll need one soon

SOPHOMORE YEAR

- Talk to professors and other professionals about your career interests
And continue to cultivate key faculty relationships
- Look into experiential learning opportunities (i.e. externships, internships, coop, mentoring)
- Have your resume critiqued
- Explore on-campus organizations in your area of interest
- Seek opportunities to develop your leadership skills
- Utilize our career assessment instruments
- Utilize our Career Library to explore career interests

JUNIOR YEAR

- Create an account with College Central (our computerized job posting system)
- Begin to develop your network of contacts, including scheduling “informational Interviews.”
- Learn how to conduct a job search and/or graduate & professional school inquiries
- Update and refine your resume
- Choose electives wisely, those that will expand your knowledge and enhance your workplace skills
- Seek out experiential learning opportunities

SENIOR YEAR

- First of all, congratulate yourself for getting here
- Meet with a Career Counselor to discuss your job search strategy
- Develop a “networking” strategy (more than 1/2 the jobs available are not advertised)
- Attend Career fairs (see our web site for listings)
- Schedule mock interview
- Keep detailed records of your job search activities
- Gather information from our Career Library
- Attend career-related workshops
- Know your deadlines

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