

CAREER ACTION PLAN

FRESHMAN YEAR—Self awareness and exploration

- Questions to consider: What do I want to do? What are my skills and interests and what am I able to do with them? What can I do now to help me get the job I want after graduation? What major would best fit my career goals?
- Meet with a career counselor to help you clarify your career direction or choose a major/career.
- Visit the Career Services Center and check out the website at www.gmc.edu/careerservices.
- Use career assessments and inventories to explore general interests, skills, values, and personality type.
- Review information on the majors you are interested in using the “What can I do with a major in?” handouts on the Career Services’ website.
- Begin researching careers of interest and seek further insight through volunteering, job shadowing and informational interviewing. Also research careers at www.bls.gov/oco, www.onetonline.org, www.citytowninfo.com and www.mynextmove.org.
- Talk to faculty in career fields that interest you.
- Get involved. Join school clubs/organizations, volunteer in the community and attend school events. They are great ways to learn more about yourself and careers, and to show future employers that you are motivated and well-rounded.
- Consider pursuing a summer job, internship or volunteer activity to gain hands-on experience and network with professionals.

SOPHOMORE YEAR—Continue major and career exploration

- Questions to consider: Do I know what my major will be? Am I aware of the many career opportunities with my major? What do I have to offer an employer? Do I have my resume, cover letter and reference list ready?
- Continue exploration of different majors and careers related to interests identified. Work with a career counselor to clarify values, and identify preliminary career interests.
- Set up informational interviews or shadowing experiences with people in careers of interest, including GMC alumni using the Alumni Mentor program section of College Central. This will help you gather inside information about the nature of the work, typical assignments and projects, working conditions, specialized knowledge and skills required, and employment and advancement opportunities.
- Seek input from faculty about majors and careers.
- Participate in Career Services workshops.
- Review resume and cover letter information on website and begin working on a resume that highlights your knowledge, experience, and skills as they relate to your future goals. Refine your resume with the help of a career counselor and have it reviewed.
- Join campus organizations and consider leadership positions to gain experience and develop skills.
- Start planning for doing an internship. Speak to your advisor, faculty and someone in Career Services.
- Create an account on College Central.

JUNIOR YEAR—Solidify career choice and gain experience

- When should I do an internship or career related experience? Are my resume and cover letter strong enough to get me interviewed? Am I comfortable with my interviewing skills?
 - Explore current occupational information using our online resources.
 - Build relationships with key faculty, including your advisor or a mentor, to develop knowledgeable resources within your field of study.
 - Have your resume and cover letter reviewed again by a career counselor to be sure that it highlights your skills, knowledge, and experience in relation to future goals.
 - Consider the variety of options for obtaining career-related experience: internships, part-time jobs, career-related summer employment, and volunteer opportunities.
 - Assume leadership roles and contribute your talents to an organization by serving as an officer, chairing a committee, and/or organizing a major project or event.
 - Practice your interviewing skills and increase your self-confidence by conducting a mock interview with a career counselor.
 - Begin to build your professional wardrobe.
 - Create a LinkedIn profile, online professional networking.
 - Start networking with professionals in your field through membership in career related professional organizations, job fairs and alumni.
 - Start researching graduate/professional school if you're planning to continue your education.
 - Participate in leadership development workshops/programs and student leader retreats to increase your leadership skills and network with other student leaders.
 - Begin putting together a professional portfolio.
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SENIOR YEAR—Prepare for the transition

- Do I want to work, go to graduate school or take time off after graduation? Do I know what type of job I want? What type of job search strategies are the most successful? Do I know how to market myself?
- Meet with a career counselor and plan a strategy to maximize your senior year and to discuss job search strategies or graduate school preparation.
- Decide on your best option after graduation, and come up with one or two backup plans just in case.
- Continue to serve in leadership roles in campus and community organizations related to your career field.
- Update your professional portfolio with artifacts and examples of your accomplishments from, internships, part-time and summer jobs, class projects, community and campus involvement, and academic endeavors.
- Participate in local and regional job fairs as well as graduate school information fairs in the local area.
- Continue to expand your professional network.
- Develop a list of references and request letters of recommendations from faculty and/or work supervisors who will provide a favorable reference for either an employer or graduate school.
- Take standardized test for graduate school.