

# 4 YEAR PLAN



Career Development  
careers.dom.edu

708-524-6786 careers@dom.edu

Planning a career is not something you can do overnight. It is an active process of exploring, reflecting, networking, and experiencing. Career Development can assist you at each stage of this process! The following guide will help you establish a time frame for developing your career plans and help you manage the very important tasks of choosing and building a bridge to your career.

## FRESHMAN YEAR ADJUSTING TO COLLEGE LIFE & WORK

- Visit Career Development in Parmer LL 010 & online at careers.dom.edu
- Meet with a Career Advisor; get familiar with the services we offer
- Register for ID 110 Career Planning Major Exploration Course
- Join the Career Development Fan Page on Facebook, follow DUCareers on Twitter and Instagram
- Use FOCUS, a career guidance computer assessment in Career Development
- Get involved in campus activities & clubs
- Participate in Career Development workshops & events including the Majors Expo
- Begin building your resume and cover letter using Career Development resources
- Do well in classes – begin your college career with a strong GPA
- Have fun getting to know Dominican University!

## JUNIOR YEAR ESTABLISHING YOUR CAREER GOALS

- Revise your resume, develop a cover letter & have both critiqued by a Career Advisor
- Get a career-related Internship; listings available through Career Development
- Search the LinkedIn alumni group for mentors
- Create and build a profile on the ISCPA website
- Seek out leadership opportunities on campus or in community organizations
- Continue to gather specific information about career options through online research & networking
- Complete a Virtual Mock Interview on Optimal Resume-Interview Prep
- Research graduate/professional schools; learn what it takes, and when, to apply

## SOPHOMORE YEAR SELECTING A MAJOR

- Continue self-assessment process; gather information about your skills, interests, values & personality
- Read up on fields of interest in the Career Development library and online
- Conduct an Informational Interview with a professional in your field of interest
- Practice speaking up in class, become a leader in discussions
- Get involved in Community Based Learning or participate in volunteer experiences
- Take some core courses & electives to become familiar with a variety of fields
- Take on leadership roles in clubs, activities
- Add any new experiences to your resume
- Do well in classes – keep your GPA strong as you begin classes in your major
- Get a summer job in your career field
- Create a LinkedIn profile and stay active

## SENIOR YEAR IMPLEMENTING YOUR GOALS

- Meet with a Career Advisor to develop a job search plan
- Develop a strong working resume & plan your job search campaign. Begin interviewing early. Don't wait until May!
- Update your LinkedIn profile & start professional networking early
- Attend Resume, Interviewing & Job Search workshops
- Post your resume on the ISCPA website
- Attend the Fall & Spring Job Fairs, at Dominican & other Universities
- Participate in the Etiquette Dinner
- Research professional associations and join while you can still get the student rate!
- Apply to graduate/professional schools
- Evaluate job offers & report acceptance to Career Development