

## First Year Discover



- \* Visit the Career Center and meet the staff.
- \* Take a career assessment such as Focus2 or HETS to learn more about your interests.
- \* Claim your Careers 24/7 account on <http://www.csi.cuny.edu/careers247> and complete initial résumé and cover letter.
- \* Identify professional, community, and/or campus wide organizations or clubs you like.
- \* Explore classes that excite you.
- \* Begin researching potential academic majors and meet with an advisor.
- \* Develop an Individualized Career Plan
- \* Review your social media accounts and online image.

## Second Year Explore



- o Conduct informational interviews and industry related research on internships.
- o Identify 3 potential internships and/or service learning opportunities in a career related field and consider applying.
- o Consider volunteering, shadowing, and/or finding a mentor in a career related field.
- o Research special opportunities such as internships.
- o Update your résumé and cover letter.
- o Attend career fairs and special events sponsored by the Center.
- o Join professional, community, and/or campus wide organizations or clubs.
- o Meet with an academic advisor to become more informed about your choice of a major.
- o Review your social media and online image.

## Individualized Four Year Career Plan

Remember update your resume once a year and check in with the Center for Career and Professional Development each semester!

## Third Year Further



- o Apply for at least one internship, fellowship, and/or scholarship.
- o Update résumé and cover letter.
- o Attend an in person interview preparation session/workshop.
- o Apply for special opportunity internships, fellowships, and/or scholarships.
- o Consider Study Abroad.
- o Research graduate schools.
- o Create a LinkedIn profile.
- o Attend internship fairs, graduate school fairs, and a minimum of two networking events.
- o Advance within professional, community, and/or campus wide organizations or clubs and hold office.
- o Establish e-portfolio.
- o Review your online image and cultivate online branding.

## Fourth Year Launch



- o Register for on-campus recruitment events.
- o Apply for/complete additional internships to boost marketability.
- o Maximize job search efforts by researching industry related hiring trends.
- o Practice interviewing skills, specifically competency based interviewing.
- o Update/finalize resume and cover letter.
- o Attend all job fairs (real and virtual).
- o Update e-portfolio.
- o Follow up with the Center to launch an effective employment search.
- o Utilize all employment resources including Careers 24/7.
- o Review your online image and continue to cultivate online branding.