

INDIVIDUALIZED CAREER PLANNING GUIDE

YEAR ONE: *PLAN*: CAREER CONSULTATION

- Meet with a Career Specialist for initial planning and advisement
- Register for Careers 24/7 and complete an initial résumé and cover letter
- Conduct research on potential career fields
- Complete FOCUS2 and schedule an appointment for review of findings ([put link](#))
- Seek out faculty to discuss selection of academic major
- Develop an Individualized Career Plan (ICP).

YEAR TWO: *PLAN*: ESTABLISHING CAREER GOALS

- Conduct industry-related research on internships
- Identify 3 potential internships in career related field
- Consider volunteering, shadowing, and/or mentoring in career related field
- Attend minimum of two career events sponsored by Center for Career and Professional Development
- Research competitive special opportunity programs, if qualified
- Meet with faculty to discuss declaration of major
- Finalize résumé and cover letter
- Join professional, community, and/or campus wide organizations and clubs
- Establish an E-Portfolio
- Create a professional Linked In Account
- Link to the Centers linked In page ([put link](#))

YEAR THREE: *PREPARE*: PUTTING YOUR ICP INTO ACTION

- Apply for/complete competitive internship (s)
- Apply for special opportunity internships, fellowships, scholarships
- Research/apply for Graduate School
- Consider Study Abroad
- Conduct a minimum of one mock telephone and in person interview
- Schedule an informational interview with recruiter in chosen industry/field
- Attend Internship Fairs, Graduate School Fairs, and minimum of 2 networking events
- Update résumé and cover letter
- Update E-Portfolio
- Advance within professional, community, and campus wide organizations and clubs

YEAR FOUR: *PURPOSE*: JOB SEARCH OR GRADUATE SCHOOL

- Register for On Campus Recruitment programs
- Apply for/complete additional internship to boost marketability
- Maximize job search efforts by researching industry related hiring trends/applying best practices
- *Practice, practice, practice* interviewing skills
- Attend all Job Fairs (real and virtual) – CUNY Big Apple, Women for Hire, Rutgers, etc.
- Utilize networking contacts to acquire job interviews
- Follow up with C&SC staff to launch effective job search or graduate school plan
- Finalize E Portfolio