THE FOUR YEAR CAREER PLAN

Make the most of your time in college and take concrete steps each year to achieve your career goals. Career counselors in the career development office are available to assist you in each stage of this process.

- Make an appointment with a career counselor at the career development office. Come and see us before you need us!

First-Year Students: Exploring and Discovering Majors and Careers

- Let us help you discover the possibilities and resources available to you.
- Get involved in student organizations, service-learning projects, residence life activities and community events that interest you.
- If you are unsure of how your strengths, abilities and interests translate into the world of work, contact the career development office to take the Myers-Briggs Type Indicator, Strong Interest Inventory and/or StrengthsFinder assessment. Meet with a career counselor to review the results and get started on a plan.
- Reflect on and write down your past jobs, awards, class projects and other items that will help you build a resume. Visit CalvinLink (www.calvin.edu/career) for job and internship postings, on and off campus.

Sophomore Students: Making Decisions

- Choose your major and narrow down your career direction. Meet with a career counselor to discuss your major and career goals.
- Conduct job shadowing experiences and/or informational interviews with professionals who are working in careers that you are considering.
- Continue getting involved in extracurricular activities to develop leadership, teamwork and time management skills that employers value.
- Create a profile on LinkedIn to start building your network with Calvin alumni and other professionals.
- Develop your resume and cover letter and have them critiqued by career development staff. Use Optimal Resume as a tool to get started (https://calvin.optimalresume.com/).
- Search for internships using CalvinLink (www.calvin.edu/career).

Junior Students: Making Connections

- Prepare for interviews by scheduling a practice interview with a career counselor. Online practice is also available through Optimal Resume (https://calvin.optimalresume.com/).
- Secure an internship in your career field. Visit CalvinLink (www.calvin.edu/career) for job and internship postings.
- Employers are looking for candidates with strong communication, problem-solving, and critical thinking skills. Highlight experiences in your resume and cover letter that have helped strengthen your skills in these areas.
- Attend career fairs, networking events, and career development workshops. Talk with employers about job or internship opportunities and build your networking skills. Visit www.calvin.edu/career for a list of upcoming career fairs and events.
- Update your profile on LinkedIn and continue your networking efforts.
- Thinking about graduate school? Research application deadlines, graduate admission test requirements, upcoming test schedules and preparatory courses.

Senior Students: Applying and Finalizing Plans

- Visit a career counselor in the early fall to discuss your goals, develop a plan for your job search, and ensure transition-readiness.
- Assemble a professional portfolio that highlights significant accomplishments and experiences.
- Refine your resume and cover letters.
- Participate in a practice interview with a career counselor to polish your interviewing skills.
- Attend career fairs, networking events, and career development workshops.
- Network with Calvin alumni, family, friends, professors, and other professionals. Use LinkedIn and uKnight (www.calvin.edu/alumni) as networking tools, but do not neglect the value of face-to-face, personal networking.
- If applicable, take graduate school admission test(s) and apply to graduate schools.
- Believe that your job search will be fruitful!