



# Internship & Career 4-Year Plan

## First Year Students ~ Engage in Your Career

*Goal: To understand your skills, values, and interests, and how these relate to your career decision process*

- Make an appointment to visit the Career Center to explore your skills, values, and interests
- Join at least one club or professional student organization and meet people on campus
- Collaborate with University Freshman Center advisor to select courses aimed at possible career interests
- Learn about the types of internships and other experiential opportunities available to students at St. John's
- Browse the "What can I do with my major?" section of the St. John's Central Career & Internships tab
- Attend the Major's Fair, Career Fairs, employer events and presentations
- Log in to St. John's CareerLink to explore and apply for opportunities as an intern or volunteer
- Begin creating your resume, meet with the Career Center for more information
- Establish a professional online presence, review your Facebook page; begin developing your DigiCation ePortfolio and create a LinkedIn profile
- Contact a COACH (Count on Alumni for Career Help) mentor and set up informational interviews

## Second Year Students ~ Assess and Refine Your Options

*Goal: To become more aware of career opportunities, including internships and experiential programs*

- Check in with the Career Center to help you monitor the connection between your changing interests, choice of major and selection of career
- Take an elective in a major you are considering
- Talk with professors and advisors about required course work and internship requirements
- Participate in a shadowing experience with a COACH mentor
- Visit the Career Center to learn more about interview skills, cover letters and networking
- Attend all applicable Career Fairs, employer events and presentations
- Obtain an internship, secure part time work, or volunteer in an area of interest
- Utilize social media (e.g., Twitter and LinkedIn) to stay up to date on current events and news within your possible career fields
- Update your resume and online profiles regularly and have them reviewed at the Career Center
- Stay involved in student organizations and begin to seek leadership opportunities
- Consider participating in Discover the World or a semester abroad.

## Third Year Students ~ Explore and Experience

*Goal: To develop the strategies necessary to conduct an effective internship or job search*

- Update your resume and online profiles regularly and have them reviewed at the Career Center
- Obtain an internship, secure part time work, or volunteer in an area of interest
- Contact a COACH, develop a mentor relationship with a professional
- Attend all applicable Career Fairs, employer events and presentations
- Continue researching career fields and opportunities; investigate graduate school programs
- Choose elective courses that will help you develop skills (computer, public speaking, language, etc.)
- Participate in the "Polished & Professional" series to prepare for marketing yourself to employers
- Become a leader in one of the organizations you have joined; consider membership in a professional organization off-campus

## Fourth Year Students ~ Reflect & Transition

*Goal: To successfully complete your job search and transition from student to professional*

- Finalize your resume and online profiles and have them reviewed at the Career Center
- Work with the Career Center and faculty to make a list of employers in your field
- Review the graduate school application process for deadline dates
- Network; tell everyone you are graduating and looking for employment
- Continue to participate in internships and part time jobs to build your skills and experience
- Attend all applicable Career Fairs, employer events and presentations
- Apply for positions using Career Center resources and your own network