

# *First Year/Sophomore Career Action Plan*



*The first two years of college is a time for new experiences, friends and learning opportunities. There will be many changes in your life and many chances to learn additional skills, to develop your interests and to get involved in exciting things. It can also be a time to begin planning for your career.*

## **STRATEGIES FOR SUCCESS**

- Get to know what The Career Center has to offer. Visit us during our Fall Open House or make an appointment to talk to a Career Advisor.
- Evaluate your interests, abilities and values. Meet with a Career Advisor to take an interest assessment and/or discuss your choice of major.
- Learn what jobs/careers you can obtain with your major. Make an appointment with a Career Advisor to discuss career exploration with relation to your major.
- Research careers. Familiarize yourself with our Career Resource Library.
- Get involved on campus. Join and participate in clubs, organizations, sports and community services that interest you. Work toward a leadership role in a club or organization.
- Attend workshops such as “Effective Resumes and Employment Correspondence”, “Interviewing for Success Part I”, “Interviewing for Success Part II”, and “LinkedIn”.
- Start working on a resume. Keep a record of all activities and accomplishments. Continue this process throughout your college years.
- Attend employer presentations, career days, alumni panels and career fairs to gather information on potential employers and occupations.
- Start planning for internships. We can assist you with this process and so can your professors. Use The Career Center’s resources to help investigate the possibility of doing an internship
- Register for HireLOYOLA, where you can find internship and job listings, as well as alumni and employer contacts.
- Build a support network. Our Alumni Career Network (HireLOYOLA) introduces you to alumni who can provide career advice. Shadow a professional in their workplace to gain information about careers of interest.
- Participate in the Practice Interview Program and attend our Spring Career Fair to meet employers who are hiring for internships, part-time and summer jobs.
- Make sure to keep your social media sites clean & professional and set privacy settings (for Facebook, Twitter, LinkedIn). Potential employers will Google you, so you want to ensure you have a professional online image.
- Work towards an impressive GPA.
- Review The Career Center’s website often for services and programs offered ([www.loyola.edu/thecareercenter](http://www.loyola.edu/thecareercenter)).
- Keep in touch by visiting The Career Center often.