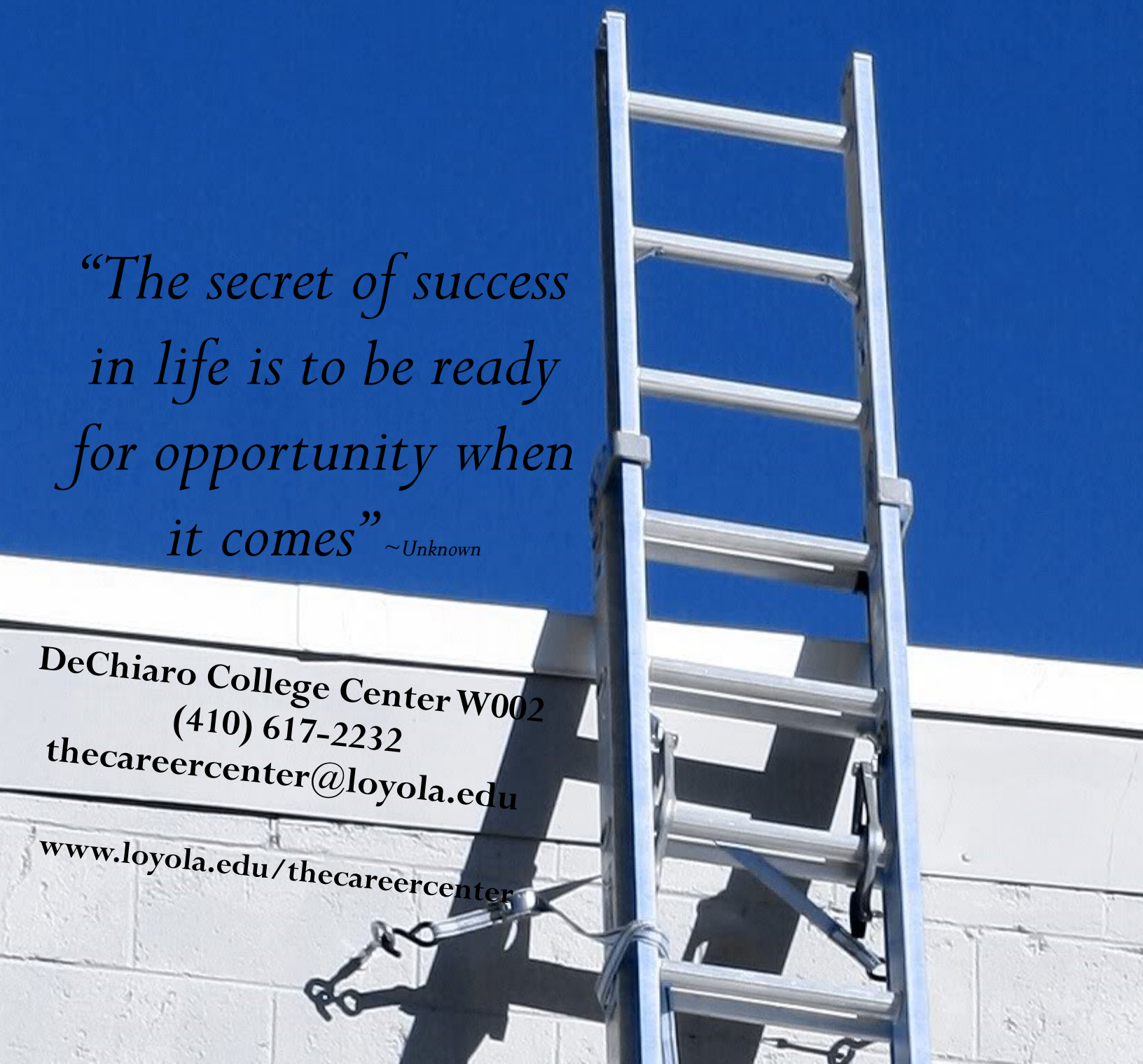
The Career Center at Loyola University Maryland

Career Action Plan

A Four Year Timeline for Success



"The secret of success in life is to be ready for opportunity when it comes" ~Unknown

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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).
- ☐ Keep in touch by visiting The Career Center often.

Junior Year Career Action Plan

Junior year is the time to make some decisions about post-graduation plans. Is graduate school in your future? Are you prepared for the job interview process? Now is the time to further develop your career action plan.

STRATEGIES FOR SUCCESS

- ☐ Investigate possible careers. Discuss your options with a Career Advisor.
- ☐ Visit our website, www.loyola.edu\thecareercenter. Make sure you are actively using HireLOYOLA, which can connect you with employers, alumni and current jobs and internships.
- ☐ Continue researching companies and career opportunities. Attend company presentations and other events that are held both on and off campus.
- ☐ Attend workshops. "Effective Resumes and Employment Correspondence", "Interviewing for Success – Parts I and II" are required to participate in on-campus interviews. Attend the Marathon Workshop (Wings & Workshops) to complete all three in one evening session.
- ☐ Have your updated resume critiqued by The Career Center.
- ☐ Develop a cover letter that enhances your job seeking success.
- ☐ Leadership skills are valuable assets for future goals. Join academic clubs or student chapters of Professional Associations. Assume leadership positions in clubs and organizations.
- ☐ Keep networking. We can connect you with Loyola alumni who are working in professions that interest you using the Alumni Career Network through HireLOYOLA.
- ☐ Consider participating in fall and spring on-campus interviews by signing up through HireLOYOLA.
- ☐ Work full- or part-time during the summer. Intern for pay or academic credit. Get involved in community service.
- ☐ Have a professional presence on social media sites, including Facebook, Twitter, LinkedIn, etc. The majority of employers check social networking sites when making hiring decisions.
- ☐ Set up a LinkedIn Profile to make professional connections and join groups. Attend the "LinkedIn" workshop and join groups such as The Career Center to increase your connections.
- ☐ If you're planning for graduate/professional school, begin to prepare for entrance tests such as GRE, GMAT, LSAT, MCAT etc. Investigate entrance requirements and visit the websites of schools in which you have an interest.
- ☐ Investigate national fellowships and scholarships for post-college study. Use The Career Center resources to research programs, application deadlines and other requirements.
- ☐ Attend career and graduate school fairs and programs.
- ☐ Maintain your GPA. Excellent grades are very important to future employers and admission to graduate/professional schools.
- ☐ Stay in touch. Our Career Advisors are always available to assist you.

Senior Year Career Action Plan

Senior year is the time to integrate all the experiences and activities of the last three years. You need to make some career decisions and prepare to make your transition into the real world of work or graduate study.

STRATEGIES FOR SUCCESS

- ☐ Make a personal appointment with a Career Advisor early in your senior year - and often throughout that year - to discuss where you're headed and how we can assist you. We can help you design a career marketing strategy and a timeline for your post-graduation plans.
- ☐ Have your updated resume and cover letter(s) critiqued by The Career Center.
- ☐ Activate/update your information on HireLOYOLA. Upload your resume on the system.
- ☐ Attend "Effective Resumes and Employment Correspondence" and "Interviewing for Success - Parts I and II" workshops, which are required to participate in on-campus interviews. Attend a Marathon Workshop (Wings & Workshops) to complete all three in one evening session. "Applying to Graduate/Professional School" is a valuable workshop for those planning to pursue an advanced degree.
- ☐ Sign up for interviews on-line through HireLOYOLA. Our On-Campus Recruitment Program brings recruiters to campus during the fall and spring semesters to interview students for jobs and internships.
- ☐ Get some feedback on your interview skills. Schedule an appointment to discuss how your on-campus interviews went and how you can improve. Career Advisors are available to conduct practice interview sessions for employment and/or graduate/professional school. Also consider participating in our Practice Interview Program.
- ☐ Participate in local and regional job fairs to connect with potential employers.
- ☐ Use resources such as the Alumni Career Network, job listings, employer contacts, on-campus recruiters' list, business directories and so on including social media sites in LinkedIn, Twitter & Facebook.
- ☐ Have a professional presence on Facebook. Employers check social networking sites when making hiring decisions.
- ☐ If you haven't already done so, learn how to set up a LinkedIn Profile by attending the "LinkedIn" workshop and join groups such as Loyola University Maryland Alumni Group and The Career Center to increase your connections.
- ☐ Refine your networking skills. Continue to meet professionals through on- and off-campus programs. Investigate potential professional associations.
- ☐ Seek an internship or related work experience.
- ☐ Be resourceful. Access *Job Choices,* listing employers seeking college graduates for employment, for free on-line.
- ☐ Identify people who will be references for you. Ask them if they are willing to serve as a reference and give them a copy of your resume. Keep your resume current.
- ☐ Be proactive in your job/graduate school search and be aware of deadlines. Follow up on all of your applications.
- ☐ Complete applications for graduate/professional school and have your essay critiqued by The Career Center.
- ☐ Finalize your plans. Visit our website, www.loyola.edu/thecareercenter, and maintain contact with us.