

# Career Services 4-Semester Plan and Beyond



## First Semester

- Get an early start on your career planning by visiting Career Services to learn about potential programs and services designed specifically for first year students.
- Visit the Career Services website [www.sunywcc.edu/career](http://www.sunywcc.edu/career) regularly
- Look for extracurricular opportunities and activities. The best way to make a smooth transition to college life is to get involved. This can also enhance your resume.
- Think about the types of activities and classes you have enjoyed so far to begin to get an idea about the topics and skills you are most passionate about
- Schedule a career assessment through Career Services to understand how your interests, values, skills and personality may relate to potential majors and careers.

We offer the following options:

Career Coach

FOCUS 2

Myers-Briggs Type Indicator

Strong Interest Inventory

## Second Semester

- As you explore major and career options, talk to professionals on campus that have knowledge about the fields you are considering.
- Use our *Candid Career* tool to listen to professionals in your fields of interest
- Work with Career Services to develop a professional resume/cover letter
- Create a portfolio of academic and extracurricular projects and achievements that can be shared with potential employers
- Attend workshops and programs offered by Career Services to expand your knowledge of career and job related issues
- Go to the WCC library and find the career resource section
- Create an account on our online job board- CCN to look for summer jobs, FT/PT opportunities related to your career interests as well as register for workshops and programs sponsored by Career Services
- Find a mentor
- Conduct an informational interview

## Third Semester

- Develop a professional online image; clean up any "digital dirt" on your current profiles
- Create a LinkedIn profile & E-portfolio documenting your involvement and accomplishments on campus and in your community
- Seek internship, applied learning and/or volunteer options to begin to gain experience in your field of interest and help affirm your career choice
- Learn about effective interviewing skills; review your accomplishments to develop your "one second commercial/Elevator Pitch"
- Practice your interviewing skills to increase your self-confidence
- Expand your network of professionals and keep them informed of your academic/career progress
- Apply for scholarships
- Connect with Transfer Services to learn about degree and *major* transfer options at 4 year Schools. Attend Transfer Fair.
- Review Career Readiness Competencies through Career Services

## Final Semester & beyond

- Polish/refine your resume and career portfolio
- Look for opportunities on the CCN job board
- Attend workshops specifically geared towards preparing for interviews and job fairs
- Complete a practice interview that is reviewed by a Career Counselor
- Attend the annual Career Fair/Expo
- Work directly with a Career Counselor to secure a FT or Summer opportunity; further enhancing your employability
- Evaluate your professional interview and work clothes
- Seek out professional organizations related to your field, especially those with student chapters; learn more about your future career
- Remember that Career Services is *your's for life!* Alumni are always welcome to meet with us and use our services

