

CAREER ACTION PLAN

Career Planning:

- ◆ Register with the CCO through the "Go Belles" online network to stay connected to career-related programs, events and opportunities
- ◆ Meet with the CCO staff to take the career assessments to explore your interests and values
- ◆ Explore career paths of other SMC alumnae by visiting the "What Can I Do With a Major" webpage at: <http://www3.saintmarys.edu/career-center-surveys>
- ◆ Research careers through the CCO's Career Resource Center's books as well as the *Occupational Outlook Handbook*, O*Net Online and MyPlan.com
- ◆ Talk with faculty and upper-class students about different majors and careers
- ◆ Conduct job shadowing and informational interviewing with alumnae and professionals in your fields of interest
- ◆ Attend workshops and programs hosted by the CCO and Cross Currents Program
- ◆ Develop your résumé and cover letter
- ◆ Begin developing your professional portfolio by collecting writing samples from papers, assignments, projects and presentations
- ◆ Obtain a job on campus through the Financial Aid Office
- ◆ Volunteer for projects or activities through the Office of Social and Civic Engagement in order to develop your leadership and interpersonal skills
- ◆ Research and apply for summer job and internship opportunities
- ◆ Attend various career fairs each fall and spring
- ◆ Consider joining a student club, organization and/or professional association related to your fields of interest

Academic Planning:

- ◆ Explore major and minor options with your academic advisor and the CCO
- ◆ Meet with your academic advisor to plan your curriculum
- ◆ Get to know and utilize the campus resources available to help you achieve academic success including:
 - Writing Center
 - Math Center
 - Student Success Center
- ◆ Involve yourself in team-oriented projects and research whenever possible

Key Questions:

- ◆ What do I want to do? (interests)
- ◆ What can I do? (abilities)
- ◆ What do I need to do to develop myself further? (resources)
- ◆ What is stopping me from pursuing my career goals? (obstacles)

Summer Activities to Consider:

- ◆ Get a summer job to gain some work experience, develop a strong work ethic and strengthen workplace skills
- ◆ Build your network of people to assist you in your career development by conducting job shadowing and informational interviewing as well as attending career-related networking events