

CAREER ACTION PLAN

Career Planning:

- ◆ Continue career exploration related to your area of study and finalize your major decision
- ◆ Participate in informational interviews and job shadowing with professionals in your areas of interest
- ◆ Update your personal and academic information in the CCO's "Go Belles" system
- ◆ Update, refine and upload your résumé into the "Go Belles" system
- ◆ Update your career portfolio with new writing samples and class projects
- ◆ Attend on and off campus career-related events that help to expose you to organizations of interest including career, volunteer and graduate school fairs as well as employer presentations and open houses
- ◆ Continue to attend and participate in CCO workshops and programs to increase your awareness and preparedness including résumé and cover letter writing, interviewing, self-assessment, career fair preparation and job searching workshops
- ◆ Begin identifying experiential learning activities such as internships and volunteer opportunities
- ◆ Run for or volunteer for a leadership position in your student club or organization
- ◆ Connect with SMC alumnae in your fields of interest to conduct informational interviews and to network for internship and job opportunities

Academic Planning:

- ◆ Obtain information on declaring your major if you have not already done so through the Office of Academic Affairs and First Year Studies
- ◆ Get to know your professors so that you can begin to develop your references
- ◆ Work towards achieving a good GPA and if you need assistance, seek out the various offices on campus that can help including:
 - Writing Center
 - Math Center
 - Student Success Center
- ◆ Continue to meet with your academic advisor and seek assistance with planning your curriculum
- ◆ Obtain information on participating in internships for credit, study abroad and undergraduate research
- ◆ Research and gather information on study abroad programs

Key Questions:

- ◆ What do I have to offer an employer?
- ◆ What employers have values similar to my own?
- ◆ How can I market my skills to make employers and organizations want me?

Summer Activities to Consider:

- ◆ Obtain a summer job and build a good work reputation and references
- ◆ Consider internships, if feasible with your academic major
- ◆ Develop career-related and technology skills as well as career maturity and knowledge of the workplace