



Career Success: First Year

Goal: Plan to do something during your first summer. Find an opportunity that is going to build a foundation for you. This could be a part-time job, volunteer experience, job shadowing, taking classes, research, or possibly a first year internship. Use these opportunities to learn transferrable skills, explore interests, and set yourself up for a great opportunity the next summer!

KNOW YOURSELF

- Reflect on which classes you enjoy and why.
- Take MyPlan to explore your career interests, personality, skills, and values. Visit the ACPC to discuss your results with a Career Counselor or Academic Adviser who can help you interpret them.

EXPLORE OPTIONS

- Be open to multiple career paths. Have a plan, but understand that it may shift over the next few years. (That is okay.) Consider options and continue to weigh them throughout college. The ones that are not a good fit will naturally fall away.
- Talk to people in the fields that you are considering (professors, family friends, alumni, employers). Consider [job shadowing and informational interviewing](#).
- Research career options. Use a reliable source like [Occupational Outlook Handbook](#) to find information about careers: what they do, how to become one, how much they make, job opening projections, and similar careers.
- Visit a Career Counselor in the ACPC and make sure that you are on the right track.

DEVELOP SKILLS

- Practice talking to professionals (including your professors). Go to their office hours and get to know them.
- Get involved. Join a club or organization.
- Make a college-level resume. Use our online resources, visit the ACPC, or come to a Resume Workshop.
- Start to read job descriptions. Pay attention to what skills employers are looking for, what the requirements are, and if you are interested in doing the tasks described. A good place to start looking at job descriptions is [Nittany Lion Career Network](#).
- Consider taking the 1 credit course CNED 280.

IMPLEMENT ACTION

- Allow yourself time to adjust to the new physical, social, and academic space of college.
 - GPA matters—focus on your classes.
 - Go to the Behrend Career Fair. Start learning [how to work a career fair](#).
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Career Success: Sophomore Year

Goal: Plan an experience for your second summer that is going to set you up for future opportunities. It could be an internship, part-time job, research, volunteer experience, or job shadow. Use this opportunity to learn transferrable skills, explore, and make connections for the future.

KNOW YOURSELF/EXPLORE OPTIONS

- Consider a minor or certificate.
- Apply for a job shadow opportunity or reach out to do your own job shadowing.

DEVELOP SKILLS

- Stay involved in a club or organization. Consider opportunities for leadership.
- Be a leader for group projects, presentations, or research.
- Update your resume by adding new projects, roles, GPA, jobs, etc.
- Develop your Elevator Pitch (personal introduction) and practice it in front of the mirror to make it confident and natural.
- Pay attention to how you write emails to professionals. Don't say "Hey".
- Get involved in research by having conversations with your faculty members.
- Create a LinkedIn Profile.
- Consider taking the 1 credit course CNED 280.
- Utilize the ACPC's interview prep resources prior to any interviews.

IMPLEMENT ACTION

- Attend a networking event so that you can practice engaging with professionals and employers. (This could be the Career Expo, Career Fair, Employer Info Session, Alumni Panel, or any other event on campus that includes professionals.)
- Apply to internships early and often. Many companies are recruiting their summer interns in the fall.
- Go to the Behrend Career Fairs. Consider other career fairs.

And look at the list for the previous year to make sure that you did everything!



Career Success: Junior Year

Goal: Set your sights firmly on an internship. Most students who complete an internship do so in the summer between their junior and senior year. Doing an internship or co-op during the school year is another possibility.

DEVELOP SKILLS

- If considering graduate school, follow the [suggested graduate school timeline](#).
- Update your resume with new projects, roles, GPA, jobs, etc.
- Practice a professional presence—make eye contact, have a firm handshake, be able to speak about what you can offer, show a willingness to learn and work hard.
- Practice interviewing. Improve your interviewing by going on interviews, utilizing the [ACPC's interview prep resources](#), and reflecting.
- Do a mock interview in the ACPC.
- Update your LinkedIn profile.
- Consider taking the 1 credit course CNED 280.

IMPLEMENT ACTION

- Attend networking events to establish connections and hone your professional presence.
- Apply to internships early and often. Many companies are recruiting their summer interns in the fall. Apply to all positions that you are qualified for and interested in.
- Use multiple methods to apply to internships, including networking, Nittany Lion Career Network, career fairs, indeed.com, other job search websites, company websites, professional organizations, etc.
- Go to Behrend Career Fairs. Consider other career fairs.
- Maintain the connections you already have by reaching out semi-regularly. Check in with professors, past-supervisors, past mentors, and others that you want to keep in your professional network. School breaks are great times to do this.

And look at the list for the previous years to make sure that you did everything!

Career Success: Senior Year

Goal: Secure your next step for after graduation.

EXPLORE OPTIONS

- Be aware of certifications, licenses, or trainings needed for your intended career path.

DEVELOP SKILLS

- If you have not had an internship yet, consider doing an internship during your senior school year.
- Update your resume—add new projects, roles, GPA, jobs, etc.
- Practice interviewing. Improve your interviewing by going on interviews, utilizing the ACPC's interview prep resources, and reflecting.
- Consider taking the 1 credit course CNED 280.
- Attend networking events to establish connections and hone your professional presence.
- Learn how to [negotiate job offers and research appropriate salaries](#).
- If considering graduate school, follow our [suggested graduate school timeline](#).

IMPLEMENT ACTION

- Apply to jobs early and often. Many companies are recruiting May graduates in the fall. Apply to all positions that you are qualified for and interested in.
- Search well. Use multiple methods to apply to jobs, including networking, Nittany Lion Career Network, career fairs, indeed.com, other job search websites, company websites, professional organizations, etc.
- Invest as much as possible in high-impact job search strategies—those that get you face-to-face with a hiring professional. (This could include career fairs, networking, informational interviewing, etc.) People are more likely to give you an interview if they have met you, rather than if you are a random name on a submitted resume.
- Go to Behrend Career Fairs. And other career fairs that make sense for your career goals.

And look at the list for the previous years to make sure that you did everything!