

Career Development: A Four-Year Guide

Freshman Year:

- Visit the Career Development Center to meet our staff and become familiar with our services
- Figure out your skills, interests and values – come talk to a career counselor to get started
- Develop a list of majors and careers to consider
- Create or update your resume and have it reviewed by a career counselor
- Attend Point Park’s annual Internship and Job Fair to learn about local employers and opportunities and to begin to develop your professional network
- Check out the Career Development Center website at www.pointpark.edu/StudentLife/CareerDevelopment to learn about upcoming events
- Access your account on Handshake at www.pointpark.joinhandshake.com to begin your e-portfolio and learn about part-time and full-time opportunities
- Find a summer job or volunteer opportunity to continue developing skills

Meet with a career counselor to help with any of these activities!

Additional Campus Resources to Check Out:

- Talk with your academic advisor about your academic plan and careers ideas
- Get involved with at least one student organization or volunteer opportunity – learn more at www.pointpark.edu/StudentLife/StudentActivities

Sophomore Year:

- Review the list from Freshman Year and continue working on these suggestions
- Continue to develop and assess skills, interests and values through coursework, part-time jobs, and student organizations
- Connect with professionals for job shadow and informational interview opportunities; learn about career options and develop your network
- Refine your list of possible careers; meet with a career counselor to discuss your career goals
- Update your resume and have it reviewed by a career counselor
- Learn to write a cover letter and practice your interview skills
- Participate in career programming through the Sophomore Year Experience
- Find a summer job, internship, or volunteer opportunity that relates to a career area of interest

Meet with a career counselor to help with any of these activities!

Additional Campus Resources to Check Out:

- Review your academic plan with your academic advisor to be sure you’re on track
- Begin exploring options for your first internship by visiting your Student Success Center
- Seek a leadership position within a student organization or community service organization
- Begin to develop professional relationships with your professors and other University staff (for reference use later)

Junior Year:

- Attend job fairs and networking events to learn about opportunities, practice networking skills, and make connections
- Conduct a mock interview in the Career Development Center
- Participate in Career Development's Networking Reception and Etiquette Dinner
- Update your resume and cover letter and have them reviewed by a career counselor; continue to add to your portfolio
- Conduct informational interviews with professionals in your field to continue developing your network
- Explore graduate school options and requirements if this is a part of your plan
- Continue involvement in leadership positions in student organizations
- Secure your next internship experience
- Research jobs of interest to you
- Collect letters of recommendation from employers and professors

Meet with a career counselor to help with any of these activities!

Additional Campus Resources to Check Out:

- Meet with your academic advisor to make sure you're on track for graduation
- Visit your Student Success Center to register your internship for academic credit
- Ask professors, employers, advisors to serve as professional references
- Take appropriate graduate admissions exams (GRE, MCAT, LSAT, GMAT) if this is part of your plan

Senior Year:

- Meet with a career counselor to refine your resume and cover letter and to discuss job search strategies; follow through with job search activities; on average, start applying for jobs 3 to 6 months before graduation
- Attend job fairs and networking events to support your job search
- Apply for graduate school if that is in your plan
- Acquire professional interview attire; consult with a career counselor if you have questions
- Visit on-campus recruitment events advertised on the Career Development Center website
- Schedule job interviews, follow-up on job leads and send thank you letters

Meet with a career counselor to help with any of these activities!

Additional Campus Resources to Check Out:

- Stay in touch with professors, employers, advisors who have agreed to serve as references; keep them up to date on your job search/graduate school activities