



## Four Year Career Plan

### First Year – ASSESS and EXPLORE

- Identify interests, skills & values by:
  - Completing an interest assessment available at <https://www.mynextmove.org/explore/ip> .
  - Establishing key relationships with faculty, your Academic Adviser(s) and career staff who can help you.
- Research majors and related careers by:
  - Reviewing the majors, co-majors, and Special Programs offered at Albright which can be found at <https://www.albright.edu/academic/college-catalog/>  
Eliminate majors in which you are definitely not interested. Browse course descriptions in the online [Academic Catalog](#) and talk to professors and friends.
  - Intentionally choosing classes that will allow you to explore areas of interest as well as fulfill general education requirements.
  - Reviewing "What Can I Do With A Major In..?" at <http://www.albright.edu/academics/wcidwam/index.html>
- Develop personally & professionally by joining student organizations and engaging in volunteer work related to your interests. Start by attending both the Student Activities Fair and the Volunteer Fair.
- Create your profile on [Handshake](#) to stay up to date on workshops, fairs, internships, jobs, ACRE (Albright Creative Research Experience) Study Abroad deadlines and more!
- Meet with a Career Counselor and your Academic Adviser(s) to discuss your goals and aspirations. Be sure to discuss and create an experiential learning plan that might include work study or job shadowing opportunities related to your interests, internships, study abroad/off-campus, volunteering, research opportunities, and more which will complement your academic goals.
- Talk to alumni, relatives, family friends, community members and others to learn how they chose their majors and/or careers and more about career areas that interest you.
- Attend the Experiential Learning Expo to see where your fellow students have studied abroad, interned or what they have learned through their ACRE (Albright Creative Research Experience) projects.
- Attend ACRE presentations and/or Honors Week presentations to find out more about undergraduate research opportunities.
- Investigate study abroad/off-campus options. Attend a Study Abroad 101 Workshop to learn more.
- Retain syllabi, papers, presentation outlines, and job descriptions to make a portfolio. Use these documents to put together a resume. Schedule an appointment with a career counselor or attend a resume hangout to learn more.
- Utilize the Strong Interest Inventory to better understand your values and interests as major and career options. Meet with a Career Counselor and your Academic Advisor (s) to discuss the results. Contact us to learn more.

### Second Year – DECIDE

- Familiarize yourself with degree requirements for the major(s) you are considering by meeting with your Academic Adviser as well as reviewing the online Academic Catalog.
- Meet with a Career Counselor or attend one of our workshops on topics ranging from major selection/confirmation, study abroad, or resume building.
- Take courses in subjects of interest and/or within your chosen major(s) including a class with a service learning component that will allow you to apply academic knowledge and skills to address community issues.
- Build experience by job shadowing and/or conducting informational interviews with local businesses, organizations, and alumni mentors. This will provide you with the opportunity to ask questions about a specific field, see first-hand what the job entails, and reflect on the experience.
  - Meet with a Career Counselor who can connect you with additional alumni or community members
  - Make connections by building a profile on [LinkedIn](#)
- Gain experience through student organizations, volunteerism, part-time jobs, or internships.
  - Search [Handshake](#) for full-time, part-time, seasonal or internship opportunities.
  - Attend the Volunteer Fair or visit the Volunteer Center to learn more about the opportunities available at Albright.
  - Meet with a Career Counselor who can assist you in finding an opportunity that matches your goals.
- Create a resume and have it critiqued by the Resume Doctor.
- Complete an interest assessment available at <https://www.mynextmove.org/explore/ip>
- Continue First Year Activities.

### Third Year – FOCUS

- Meet with a Career Counselor on topics ranging from resume and cover letter writing to internship searching and interviewing skills or the graduate school application process.
- Gain experience through internships. Evaluate the experience by reflecting on the skills you've acquired and the impact on your future plans.
  - Meet with a Career Counselor to learn more about internship search strategies.
  - Search for internships via [Handshake](#).
  - Participate in our On-Campus Interviewing Program.
  - Talk to professors in your program(s) of study.
- Acquire career skills and seek leadership opportunities through student organizations, clubs, and/or student chapters of professional associations.
- Study abroad or off-campus, or with a faculty-led study abroad course.
- Engage in undergraduate research such as an ACRE to enhance your experience in your academic major (highly recommended for graduate study).
- Research graduate & professional schools.
  - Research and prepare for graduate exams.
  - Attend the Graduate & Professional School Day held each fall.
  - Meet individually with a Career Counselor to search programs, discuss the application process and write a personal statement.
- Practice articulating what you're studying and why, and the skills you've developed through your academic and experiential learning experiences.
- Research multiple career options and identify education or additional skills necessary to those fields of interest by:
  - Conducting focused [informational interviews](#). Develop a network of contacts in your fields of interest.
  - Check out the Occupational Outlook Handbook at [www.bls.gov/oco](http://www.bls.gov/oco) for information about careers, education requirements, salaries, working conditions and more.
- Attend job & internship fairs.
- Find a summer job, internship, research, study abroad/off campus, or volunteer experience – Let us help you!
- Continue First and Second Year Activities.

### Fourth Year – SEEK

- Meet with a Career Counselor and your Academic Adviser(s) to define your post-graduation goals and create an action plan for your senior year.
- Schedule an appointment with a Career Counselor to finalize your resume and cover letter, discuss job search strategies or graduate school, schedule a mock interview and prepare/practice your networking introduction (30 second commercial).
- Research employment, post-graduate volunteer/internship, graduate/professional school options and start applying.
- Understand what employers and graduate/professional schools seek in an applicant. Be able to convey how your knowledge, skills and experiences, including athletics, clubs/organizational leadership, internships, ACRE and/or studying abroad will be an asset to the organization to which you apply.
- Spend time developing an online professional profile through [LinkedIn](#). Reach out to potential contacts in fields of interests.
- Network, network, network! Attend our "Speed Networking" event and don't be afraid to utilize your network in seeking opportunities.
- Remain open to possibilities; be proactive and continue to assess your options!
- Continue First, Second, and Third Year Activities.

**Experiential Learning and Career Development Center**

**610-921-7630 ♦ [elcdc@albright.edu](mailto:elcdc@albright.edu)**

**[www.albright.edu/elcdc](http://www.albright.edu/elcdc)**

**"I hear and I forget. I see and I remember. I do and I understand."**

~ Confucius