The following provides guidance on where you should be with your professional development and career planning during each stage of your collegiate career.

FRESHMAN YEAR

- Explore your interests and abilities through academic courses
- Utilize self-assessment tools to gain a better understanding of your interests, values and skills
- Join student organizations that will offer you leadership roles in the future; at least one related to your personal interests and another tailored toward your major or career interest
- Learn about and apply for the Cooperative Education and/or Academic Internship Programs offered through the Division of Professional Practice
- Attend career fairs to gather information on potential careers and employers
- Familiarize yourself with services and resources available through Lindner Career Services
- Update privacy settings on personal social media profiles and determine your brand on professional social media sites
- Create a first draft of your resume, have it critiqued and make refinements
- Create a Recruit a ‘Cat profile and make it active for employers to explore; check often for career opportunities
- Become familiar with your interview skills through the Interview Stream Virtual Interview System
- Build your Elevator Speech
- Identify and comprehend the difference between professional and general communication
- Invest in professional business attire and accessories

SOPHOMORE YEAR

- Choose a major that you will enjoy studying
- Obtain a co-op or internship through the Cooperative Education or Academic Internship Programs offered by the Division of Professional Practice or independently through Recruit a ‘Cat
- Take on more responsibilities in student organizations and affiliations
- Explore at least three career options within your major
- Attend career fairs and employer information sessions related to your major or career interests
- Build your interview skills by continuing to leverage the Interview Stream Virtual Interview System and participating in Videotaped Mock Interviews through the Career Development Center
- Connect with employers in your intended field through Career Conversations in Recruit a ‘Cat
- Update your resume, have it critiqued and make refinements
- Learn how to write a persuasive cover letter
- Refine professional communication skills both verbal and non-verbal
- Refine your Elevator Speech
- Update your Recruit a ‘Cat profile and check regularly for career opportunities
- Meet with the Lindner International Programs to explore study abroad opportunities and begin researching grants and scholarship options
- Invest in professional business attire and accessories
**PRE-JUNIOR/JUNIOR YEAR**

- Narrow your areas of career interest
- Research potential employers and related career attributes that are important to you
- Build a LinkedIn profile and join groups to help you network within your industry
- Attend career fairs and employer information sessions that relate to your interests
- Contact recent alumni from your major about the job market and potential employers through Career Conversations and LinkedIn
- Continue to co-op or obtain an internship or other practical career experience
- Continue building your network through Career Conversations in Recruit a ‘Cat
- Update your resume, have it critiqued and make refinements
- Draft a cover letter that can be adapted for a variety of employers and have it reviewed
- Master your Elevator Speech
- Join a professional organization related to your major or career interest
- Take a leadership role in a student organization
- Identify and build a relationship with a mentor
- Strengthen your interview skills by participating in 2-3 mock interviews with the Lindner Career Services team or mentors
- Take BA3080: Business Professionalism
- Invest in professional business attire and accessories
- Enhance professional communication skills both verbal and non-verbal

**SENIOR YEAR**

- Stay up-to-date on the Career Services event calendar and participate in on-campus recruiting activities
- Mock interview for each impending career interview with a mentor, friend or Career Services team member
- Develop a list of potential employers with contact names and information from organizations you are interested in pursuing
- Leverage your transferrable skills and career-related strengths with employers
- Update your resume, have it critiqued and make refinements
- Refine your cover letter and make it adaptable for each career opportunity in which you apply
- Update your Recruit a ‘Cat profile and set up a job agent to have jobs emailed directly to you based on your specifications
- Apply actively for career opportunities online via Recruit a ‘Cat and employer websites
- Exhibit professional communication skills both verbal and non-verbal
- Research information on realistic salary expectations
- Go on employment interviews, evaluate job offers and accept one
- Complete the Career Services Graduation Employment Survey, to share your plans after UC