

The intention of the four year career plan is to provide a structure by breaking down the career planning process into manageable steps that can be completed in each of the students' college years. Choosing a profession takes time and by engaging in all aspects of the college experience students' will equip themselves with the knowledge and skills necessary to secure their post graduation goals and manage their career for a lifetime. We hear from upper-class students and alumni all the time that say, "I wish I had utilized the Career Center earlier, I would be so much further ahead".

First Year Goal: Get Involved on Campus to Learn About Yourself

- Schedule an appointment with a Career Advisor to learn about our services and familiarize yourself with our resources.
- Create a resume using the Career Center's "Guide to Resume Writing" and meet with a Career Advisor to have it reviewed - no matter what you do you will need a resume.
- Attend a "Career Exploration- Getting Started" workshop to learn how to navigate the world of careers and explore options that align with your interests.
- Consider taking career assessments to clarify your interests, skills and values. Use the information to assist you in selecting classes and choosing a major.
- Research courses and majors of interest using the Union College course catalog. Speak with your Academic Advisor and other faculty about potential classes and enroll in classes of interest.
- Get involved, attend Club Expo and visit the Student Activities office to connect with clubs and organizations of interest.
- Participate in volunteer opportunities. Check out the Kenney Community Center to learn about volunteer opportunities consistent with your interests

Sophomore Year Goal: Explore Options and Gain Experience

- Meet with a Career Advisor early in the fall term to review your first year and discuss what you would like to accomplish in the year ahead.
- Attend an "Internship Search Orientation" program to get experience using various internship databases and learn effective strategies for searching and securing opportunities.
- Learn about career fields and occupations of interest using the Becker Career Center's online and print resources (e.g. Facts on File, Going Global, Spotlight on Careers, etc.).
- Update your resume and have it reviewed by a Career Advisor.
- Write a cover letter to apply for a specific opportunity of interest using the Career Center's "Guide to Cover Letter Writing" and have it reviewed by a Career Advisor.
- Search HireU, LACN, and other internship databases weekly for opportunities of interest.
- Check the HireU Calendar weekly to identify upcoming events specific to Union College students (e.g., Internship Fair, Career Fairs, Employer Information Sessions, Workshops, etc.).
- Attend Union College sponsored events such as guest speakers, alumni events, and Minerva programs to network and learn more about career fields of interest.
- Attend a "Union Career Advisory Network (UCAN) Orientation" and learn how to identify Union College Alumni to connect with.
- Network with family members, professors, friends' parents, and personal contacts in career fields of interest to learn more about these fields and develop your networking skills.
- Apply for internships, research opportunities, and/or volunteer experiences that align with your interests.

Junior Year Goal: Seek Opportunities to Pursue Your Passions

- Meet with a Career Advisor early in the fall term to discuss your post graduation goals and develop a course of action that will allow you to compete for opportunities that best align with your interests.
- Update your resume and have it reviewed by a Career Advisor.
- Search HireU, LACN, and other internship databases weekly for opportunities of interest.
- Check the HireU Calendar weekly making note of any upcoming events to attend (e.g., Alumni Panels, Career Fairs, Employer Information Sessions, Workshops, etc.).
- Schedule a mock interview with a Career Advisor to prepare for the interview process.
- For students considering graduate school, meet with your Faculty Advisor and/or a Career Advisor to understand the graduate school timeline for your area of study. Begin preparing for necessary exams, writing admissions essays, and identifying faculty to serve as professional references.
- Consider applying for nationally competitive post-graduate fellowships and scholarships and plan for the application process (See the Director, Office of Post Graduate Fellowships).
- Apply for internships, research opportunities and/or volunteer experiences that align with your interests.

Senior Year Goal: Secure a Job or Graduate Program of Your Choice

- Meet with a Career Advisor in the fall to refine your post graduation plan.
- Finalize job search and/or graduate school documents and have them reviewed by a Career Advisor.
- Attend a “Senior Orientation” program in the fall to gain access to on-campus recruiting and learn how to compete effectively to achieve your post graduation goals.
- Participate in the fall employer mock interview day to further develop interviewing skills.
- Search the HireU, LACN and other databases weekly for potential job opportunities of interest.
- Check the HireU Calendar weekly making note of any upcoming events to attend (e.g., Career Fairs, Employer Information Sessions, Workshops, etc.).
- Network! Connect with family, friends, and faculty making them aware of your job search plans. Utilize the Union Career Advisory Network (UCAN) to identify alumni with whom you can conduct informational interviews and develop professional relationships as you enter your career.
- Attend career fairs and networking events to speak with employers regarding potential opportunities, provide your resume to employers of interest.
- Send thank you letters to employers and/or those with whom you have networked.
- Secure three professional references by asking faculty members, supervisors, coaches, etc. to speak on your behalf to potential employers (see “Guide to Resume Writing” for a sample references page).
- For students applying to graduate school identify application deadlines early in the fall, submit materials and follow up with admissions offices to confirm receipt.