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| --- | --- | --- | --- | --- |
|  | **FRESHMAN****YEAR** | **SOPHOMORE****YEAR** | **JUNIOR****YEAR** | **SENIOR****YEAR** |
| **EXPLORE** | **Visit The Citadel Career Center + our website (https://go.citadel.edu/career/) REGULARLY** |
| * Identify VIPS (values, interests, personality, & skills): *‘Focus2’*
* Develop SMART Goals
* Login to Handshake
 | * Use *‘What Can I Do With This Major?’* to explore career options
* Review, and edit SMART Goals
* Research graduate school if that is of interest
 | * Be familiar with your options from *‘What Can I Do With This Major?’*
* Search for an internship for the fall, spring, or summer *(or multiple)*
* Review and prepare STAR stories
 | * Polish resume, LinkedIn, cover letter, references, and STAR stories
* Research 3-5 potential companies or geographical areas of interest
 |
| **PREPARE** | **Update resume throughout EACH SEMESTER/ YEAR** |
| * Discuss your major with mentors, family, and friends to confirm your decision
* Join clubs, sports teams, and/ or

Leadership positions on campus* Create LinkedIn
 | * Conduct 5 informational interviews through LinkedIn
* Practice interviewing with Career Center Staff or *‘Interviewstream’*
 | * Conduct 5 informational interviews through LinkedIn
* Create a cover letter
* Develop your go-to references document
* Develop a job search strategy
* Make a Plan B (backup)
 | * Conduct informational interviews through LinkedIn
* Schedule a mock interview with someone at The Career Center
* Implement your job search strategy
 |
| **ENGAGE** | **Attend Ready, Set, Hire, and the Career + Internship Fair EACH SEMESTER** |
| * Add LinkedIn connections such as professors, coworkers, friends, family, etc. (50—100 connections)
* Search for summer job/ internship related to your career interests
 | * Expand your network on LinkedIn with a goal of 100 or more career-center-stacked-whiteconnections yearly
* Secure your 1st summer

internship  | * Expand your network and stay active on LinkedIn
* Secure a fall, spring, or summer internship *(or multiple)*
 | * Expand your network and stay active on LinkedIn
* Actively apply and interview for multiple full-time positions, or graduate schools
* Follow-up and evaluate offers
 |



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**4 – YEAR CAREER PLAN**

On the road to success!

@ The Citadel

. .. Career Center

@citadelcareer