

How to Build your *Career Success*

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Explore



Identify values, interests, personality types, and skills by utilizing resources on Handshake and the CCDT website.

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Discover



Conduct informational interviews and learn more about your major or career. Attend career fairs and professional development workshops.

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Connect



Obtain professional experience in your chosen field, while expanding your network.

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Achieve



Polish your resume and have it reviewed by a professional in the Center for Career Development & Testing and complete applications.

04

Freshman—Question

- Visit the Center for Career Development & Testing (CCDT).
- Explore your interests and abilities through academic courses.
- Utilize self-assessment tools such as Career Explorer through the Center for Career Development
- Create a Handshake account (<https://ollusa.joinhandshake.com>) and complete your profile to browse available career-related opportunities.
- Identify potential majors that relate to your interests and abilities; discuss them with a CCDT staff member.
- Participate in campus and community activities to build your resume and broaden your experience.
- Schedule an appointment with CCDT to receive help creating or updating your resume.
- Join university student organizations that may offer leadership experience.
- Attend Career Expo(s)—fall/spring.
- Establish strong relationships with faculty, administrators, and advisors.
- Visit each social media profile you have, and either edit your content or your privacy settings. Put your professional foot forward.
- Fall – meet with a career advisor before winter break to formulate your four-year career plan and set career goals

Sophomore—Research

- Meet with you Career Advisor to discuss your skills, values, and interests, and relate this to your major and future career options.
- Fall - schedule a resume review appointment with your Career Advisor to update your resume to include your summer experiences
- Create your elevator pitch and schedule a mock interview with your Career Advisor.
- Research and apply for internship opportunities on Handshake.
- Officially declare your major and plan your curriculum with the assistance of an academic advisor.
- Complete at least five informational interviews with individuals in your desired career path.
- Explore the academic and practical requirements for at least three careers related to your major.
- Narrow your career interest areas.
- Attend job fairs, employer information sessions, workshops, etc. hosted by CCDT in order to network with professionals in your field of interest.
- Attend Career Expo(s)—fall/spring.
- Obtain/maintain a leadership position in a student organization on campus.
- Find a volunteer site to further explore your potential career interests

Junior—Make Decisions

- Job shadow or volunteer with a professional in your field of interest.
- Participate in career expos, seminars or workshops hosted by CCDT to learn more about job search strategies, networking, and interviewing.
- Enhance your leadership and teamwork skills through involvement with campus and community organizations.
- Research potential organizations, industries, corporations, and businesses related to your desired field.
- Talk to recent graduates in your major about the job market and potential employers.
- Continue to increase your abilities through internships, practical career experiences, and research opportunities.
- Utilize Handshake to obtain a fall, spring, and/or summer internship.
- Begin to research programs and entrance requirements for graduate/professional schools.
- Update your resume; meet with your Career Advisor to ensure you are capturing relevant skills gained from courses and experiential activities (i.e., volunteering, internships, etc).
- Review your academic record to ensure you're on track for graduation.
- Create your LinkedIn account.

Senior—Action

- Meet with your Career Advisor to create a job search/post-graduation plan. Begin your job search early! (Your search may take 6-9 months)
- Develop a list of employers, with contact names and addresses, that you will research and submit applications for employment.
- Schedule a resume review appointment to ensure you are submitting targeted resumes and cover letters with your applications.
- Review job postings on Handshake – bookmark ideal employers, jobs, events, etc.
- Use LinkedIn to network with professionals and alumni in your field about job search techniques and career-related opportunities.
- Meet with your Career Advisor to evaluate any job offers you receive.
- GRADUATE with your DREAM JOB secured or ACCEPTANCE to the graduate program of your dreams

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