4 YEAR PLAN

Make the most of your time in college and take concrete steps each year to achieve your career goals. Career Services & Leadership Development is available to assist you in each stage of this process.

1ST YEAR STUDENTS: DISCOVER

• Activate your Handshake account and build your profile.
• Start meeting other students and building a network. Get involved in student organizations, residence life activities and community events that interest you.
• Service-oriented? Visit the Institute for Civic and Community Engagement (ICCE) office for service-learning projects/classes and other ways to become involved in the community.
• If you are unsure of how your strengths, abilities and interests translate into the world of work, contact CSLD to take the Strong Interest Inventory and/or StrengthsFinder test. Meet with a career counselor to review the results and get started on a plan.
• Reflect on and write down your past jobs, awards, class projects and other items that will help you build a resume.
• Gain practical experience by getting a summer job or internship related to your possible major or career interests. Visit Handshake for job and internship postings, on and off campus.
• Schedule an appointment with a Career Counselor.

SOPHOMORE STUDENTS: EQUIP

• Choose your major and narrow down your career direction. Schedule an appointment with a career counselor to discuss your major and career goals.
• Conduct job shadowing experiences and/or informational interviews with professionals who are working in careers that you are considering.
• Continue getting involved in extracurricular activities to develop leadership, teamwork and time management skills that employers value.
• Create a profile on LinkedIn to start building your network with SFSU alumni and other professionals.
• Develop your resume and cover letter and have them critiqued by CSLD staff or Peer Career Advisors.
• Search for internships using Handshake.
JUNIOR STUDENTS: EXPERIENCE

- Prepare for interviews with Big Interview where you can learn interview techniques and practice with a Mock Interview. Have your Mock Interview critiqued by a career counselor.
- Secure an internship in your career field. Visit Handshake for job and internship postings.
- Employers are looking for candidates with strong communication, problem-solving, and critical thinking skills. Highlight experiences in your resume and cover letter that have helped strengthen your skills in these areas.
- Attend career fairs, networking events, and CSLD workshops. Talk with employers about job or internship opportunities and build your networking skills. Visit csld.sfsu.edu for a list of upcoming career fairs and events.
- Update your profile on LinkedIn and continue your networking efforts.
- Thinking about graduate school? Research application deadlines, graduate admission test requirements, upcoming test schedules and preparatory courses.

SENIOR STUDENTS: LAUNCH

- Schedule an appointment with a career counselor in the early fall to discuss your goals, develop a plan for your job search, and ensure transition-readiness.
- If applicable, take graduate school admission test(s) and apply to graduate schools.
- Assemble a professional portfolio that highlights significant accomplishments and experiences.
- Refine & update your resume and cover letters.
- Continue to practice interviewing with Big Interview and have a career counselor critique your mock interview.
- Attend career fairs, networking events, and CSLD workshops.
- Network with SFSU alumni, family, friends, professors, and other professionals. Use LinkedIn as a networking tool, but do not neglect the value of face-to-face, personal networking.
- Believe that your job search will be successful!