**Recommended Early Career Planning:**

- Identify interests, skills, and values I want to use in the world of work
- Research what I can do with my major that matches my interests, skills, and values
- Use mypurdueplan and meet with my academic advisor to plan out my academic schedule
- Meet with the CoS Career Specialist or a Center for Career Opportunities (CCO) Career Consultant to discuss and create a career plan that works for me
- Conduct informational interviews with professionals from my field of interest
- Go to the CCO (YONG 132) and pick up a career planning handbook
- Write my resume using the CCO handbook, as an example, and get it critiqued by a CCO staff member
- Learn how to write a cover letter that enhances my resume and work with the CCO staff for feedback
- Begin developing my elevator pitch
- Activate my profile in mycco on the CCO website, as a resource to search for job/internship opportunities
- Create a LinkedIn account and highlight my interests, experiences, involvement, and skills
- Attend a career fair to meet recruiters and use my elevator pitch along with knowledge of employers
- Obtain a summer internship or job to help me build my transferable and technical skills
- Review mystrengths report and identify how these strengths are linked to my major and career field
- Explore study abroad opportunities
- Get involved in the leadership of a student org; one that is related to my major and one for fun
- Have I considered a dual degree, minor, or certificate program to enhance my current degree program
- Begin thinking about how I want to develop the skills that employers want new graduates to possess
- Network! Begin building relationships with faculty and other professionals in my field and/or major

**Personalized Career Planning:**

- **What I can do in the next 48 hours.**
  - 
  - 

- **What I can do in the next 2 weeks.**
  - 
  - 

- **What I can do this semester.**
  - 
  - 

- **What I can do next semester.**
  - 
  - 

- **What I can do over the summer.**
  - 
  - 

**Additional Goals/Action Items:**

- 
- 
- 
- 

**Need Help Figuring out Your Next Career Move?**

Make an appointment through the Boiler Connect system ([https://www.purdue.edu/boilerconnect/](https://www.purdue.edu/boilerconnect/)) by choosing

- **Care Unit:** Career/Preprofessional Advising
- **Service:** College of Science Career Specialist
- **Reason:** Select from Choices
- **Location:** CoS Career Services (Math 231)
- **Name:** Danielle Sheese
### Personalized Career Plan

<table>
<thead>
<tr>
<th><strong>Recommended Advanced Career Planning:</strong></th>
<th><strong>Personalized Career Planning:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Review my personalized career plan and adjust it as needed to make sure I am still on track</td>
<td><strong>What I can do in the next 48 hours.</strong></td>
</tr>
<tr>
<td>□ Update my LinkedIn account and search for research, job, and internship opportunities</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Use LinkedIn to research employers for career fair prep, my personal branding, and interviewing</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Update my profile in mycco and upload my edited resume to the portal and to <em>Resume Books</em></td>
<td><strong>What I can do in the next 2 weeks.</strong></td>
</tr>
<tr>
<td>□ Update my resume and cover letter and have them critiqued by a CCO staff member</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Add value to my resume: learn beyond the classroom by participating in experiential activities</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Gain experience by participating in jobs, job shadowing, internships, research, volunteering, service learning, cooperative programs, etc.</td>
<td><strong>What I can do this semester.</strong></td>
</tr>
<tr>
<td>□ Create my brand by clarifying my interests, skills, values, and strengths into a unique statement about me and use it in my elevator pitch</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Develop a job search plan that balances my time</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Search for and apply to internship and job postings on mycco, LinkedIn, and other sites</td>
<td><strong>What I can do next semester.</strong></td>
</tr>
<tr>
<td>□ Practice my interviewing skills with the online interview program on the CCO website</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Experience a mock interview to practice skills</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Attend employer information sessions and job fairs to build my network</td>
<td><strong>What I can do over the summer.</strong></td>
</tr>
<tr>
<td>□ Network! Continue to develop relationships with faculty and employers to use as references</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Develop my cultural competence through a variety of activities and experiences on campus</td>
<td><strong>Additional Goals/Action Items:</strong></td>
</tr>
<tr>
<td>□ Take time to reflect on experiences-what did I learn and what skills did I develop</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Continue developing leadership skills through organizational, volunteer, and other experiences</td>
<td>□ ________________________________</td>
</tr>
<tr>
<td>□ Complete the CCO's Post-Graduation Survey to let the University know about my post-grad plans</td>
<td><strong>Specialty Career Planning:</strong></td>
</tr>
</tbody>
</table>

- Use the Office of Undergraduate Research (OUR) to begin searching for research prospects
- Research graduate and/or professional schools
- Schedule testing (GRE, MCAT, LSAT, etc.)
- Use *Portfolium* to keep track of interests, skills, experiences, and projects for employers
- Research professional organizations/associations affiliated with my major and/or career field

D. Sheese 2019