

## 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 *my Purdue plan* 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.

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- \_\_\_\_\_

## Additional Goals/Action Items:

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- \_\_\_\_\_
- \_\_\_\_\_
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## Need Help Figuring out Your Next Career Move?

Make an appointment through the Boiler Connect system (<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

**Recommended Advanced Career Planning:**

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

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What I can do this semester.

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- \_\_\_\_\_

What I can do next semester.

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- \_\_\_\_\_

What I can do over the summer.

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**Additional Goals/Action Items:**

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- \_\_\_\_\_
- \_\_\_\_\_

**Specialty Career Planning:**

- 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 *Portfolio* to keep track of interests, skills, experiences, and projects for employers
- Research professional organizations/associations affiliated with my major and/or career field