

Four Year Career Development Plan

Although this information is presented in a 4-year format, it is useful no matter where you start the process, or if you are taking more than 4 years to complete a degree. The goal of Crown College Career Services is to provide Biblically based counseling and assistance to each student and graduate in the area of lifelong career planning. The Career Services staff is here to support and assist you!

Make an appointment with Don Talbert, Career Services Coordinator, talbertd@crown.edu, or 952.446.4355. Our website has many helpful resources: crown.edu/ccs

First Year

- Start identifying your motivations, gifts, interests, abilities and values. This can be done through a meeting with Career Services staff and utilizing assessment tools that are available on our website. See: **PathwayU**.
- Explore careers by volunteering during the school year, getting a part-time job, a summer job or doing an internship. Create an account on **Handshake** and look for opportunities.
- Get involved in student activities, organizations, athletics, volunteer work or community service.
- Learn about careers that a major prepares you for and conduct informational interviews with professionals in your career / major. See "**What Can I do with this Major**" for great strategies and ideas to do this.
- Job shadow someone in your career/field and discuss careers with faculty.

Second Year

- Relate your gifts, interests, abilities and values to possible career choices. Choose a major (if you haven't already) and apply for admission to a specific Crown Academic Department.
- Consider adding a minor that will add to your expertise and complement your major. Ask something like, "What if I majored in business administration and minored in communication?"
- Create a resume and update it as needed.

Third Year

- Keep your GPA strong, especially in your major. Update your resume.
- Stay involved in activities and seek to gain leadership experience and skills that employers desire.
- Begin identifying preferred work settings (i.e., Christian, secular, industrial, smallbusiness, large corporation, non-profit, etc.).
- Gain experience in your field through an internship, part-time job, or summer job. See **Handshake**.
- Make a list of people who will serve as your professional references, at least 3 people.
- Join a professional association in your field and take advantage of professional development and networking opportunities.
- Create a profile on LinkedIn and begin to learn about all that it can do to help you with networking and your job search.

Fourth Year

- Update your resume; learn to write a cover letter and learn how to interview for positions.
- Network with family and friends and with professionals in your field.
- Identify and apply for jobs. Use **Handshake**. (Use your network, attend job fairs, the Internet)
- Develop a list of specific employers that you want to work for and learn how to apply to them.
- If you are planning to go to graduate school, be aware of deadlines and plan to apply during the fall semester of your senior year.