

## Freshman— Awareness & Assess

- Register with Career Services
- Focus Assessment— Asses your interests, identify the right major for you, explore career opportunities before and after graduation
- Join organizations on campus/ get involved with campus activities, and community service
- Start a career file (activities, references, letters of recommendation, etc). Keep an ongoing list of skills, strengths, projects, activities, honors, & committee memberships to use on resumes or refer to in an interview
- Meet with your advisor and choose a major. Review undergrad catalog for majors and minors of interest

## Sophomore— Explore & Narrow

- Optimal Resume Builder- build your resume, cover letter, interview skills, and research companies
- Attend Events and Workshops put on by Career Services
- Continue a career file
- Major and Career Exploration in Focus Assessment
- Review your Focus Assessment and Strengths Assessment (make sure your on the right track for your career goals)
- Choose a major
- Attend NSU Major Fair
- Take electives/courses outside your major to gain desirable skills in your field of interest
- Join clubs and organizations
- Attend the Career Fair and Teacher Job Fair
- Apply for an internship or part-time job (on or off campus)

## Junior— Network & Confirm

- Contact Alumni in your career field of choice, ask questions and job shadow
- Use your FOCUS assessment information to set career goals
- Optimal Resume— Mock interview online and in person with either Career Services or SASC
- Attend workshops and events put on by Career Services or the SASC
- Attend Fall and Spring Career Fairs
- Participate in internships and job shadows in your field
- Attend on campus interviews with companies
- Join a professional association in your field
- Make preparations for graduate school if desired

## Senior— Plan & Job Search

- Revise your resume and cover letter and have it critiqued again
- Apply to Graduate or professional school
- Discuss/ Organize your job search: Create a contact list of potential employers and professionals who work in your field. Research employers you are interested in working for after graduation
- Confirm your career path decision by interviewing people who work in your field of interest
- Take a leadership role in a professional association in your field
- Attend on campus interviews with companies
- Participate in an internship, part-time or full-time job in your field
- Create an employment portfolio highlighting skills, achievements, interests, and letters of recommendations
- Develop interviewing strategies