DRURY UNIVERSITY

CAREER PLANNING & DEVELOPMENT

Stop by Bay Hall 148 or call us at (417) 873-7284 to schedule an appointment to discuss any of the following services.

ONLINE

Career Planning & Development maintains a website for your career exploration and job search assistance at **drury.edu/career.** You can also visit us on facebook.com/drurycareer and follow us at twitter.com/drurycareer.

RESOURCES

Our resource area contains books, magazines and brochures providing information on job search skills, occupations, employers, and educational programs.

ALUMNI NETWORKING

Alumni networking support and guidance are available through a variety of programs and resources.

CAREER ASSESSMENTS

The Strong Interest Inventory and Myers-Briggs Type Indicator are available to assist with career exploration and insight.

INTERNSHIPS

An internship is an opportunity to gain hands-on experience in your career interest area. It is supervised by a faculty member and an on-site professional and may carry college credit. Listings of potential internship sites and required paperwork are available through Career Planning & Development.

JOB SEARCH

Cover letter and resume writing assistance, career fairs, mock interviews, on-campus and on-site interviews, and assistance in the job search process. Part-time, full-time and internship positions may be found online at drury.optimalresume.com. Resumes may be posted here as well.

GRADUATE EDUCATION

Guidance and information are available on graduate programs, fellowships and scholarships through our office and online resources.

PROGRAMMING

Develop skills and gain information through activities such as career fairs and a variety of workshops focusing on career planning and job search techniques.

FOUR YEAR PLAN

FRESHMAN

Explore majors through individual advising, interest assessments, workshops on choosing a major, literature from Career Planning & Development (CP&D) resource area, online resources and coursework (including PDEV 286: Career/Life Planning).

Get involved in clubs, sports, activities and other organizations. Develop and demonstrate your leadership and interpersonal skills.

Begin developing your resume by keeping a record of work experiences, honors, scholarships and activities. Your resume should grow throughout your time at Drury.

Register with OptimalResume at drury.optimalresume.com to search part-time positions and post your resume.

Clean up your "digital dirt" and continue to do so throughout your time at Drury.

Create a LinkedIn account (www.linkedin.com) with a professional profile.

Become a Facebook fan of Drury University CP&D and follow us on Twitter.

SOPHOMORE

Explore occupations of interest to you online and through literature in the Career Planning & Development resource area. Consider visiting "What Can I Do With This Major?" at www.drury.edu/career/majors.

Conduct informational interviews.

Get involved in the community through volunteer work.

Begin searching for internships, part-time or summer jobs on Optimal Resume that will help you develop skills, gain experience and expand your resume.

Attend career fairs to explore future internship and employment opportunities.

JUNIOR

Explore graduate and professional school opportunities. Find out about programs, requirements, financing your education and application deadlines.

Formalize your professional resume. Post it on Optimal Resume and update registration information.

Attend career fairs. Be sure to bring copies of your resume.

Do an internship in a field of interest.

Attend CP&D workshops in resume writing, job search skills, and interview techniques.

Begin networking and consider locating a professional mentor.

SENIOR

Explore companies online using resources in the CP&D office, and public libraries.

Complete a second internship.

Continually update your resume, focusing on a specific field of interest. Emphasize skills and abilities developed through school, work and activities.

Hone your interview skills by doing mock interviews.

Begin to put together a professional wardrobe.

Attend career fairs. Be sure to take copies of your resume.

Ensure all information on Optimal Resume is up-to-date.

Plan for your future success!