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](http://drury.edu/career). You can also visit us on [facebook.com/drurycareer](http://facebook.com/drurycareer) and follow us at [twitter.com/drurycareer](http://twitter.com/drurycareer).

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

**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.

**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.

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

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

**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](http://drury.optimalresume.com). Resumes may be posted here as well.

**ALUMNI NETWORKING**
Alumni networking support and guidance are available through a variety of programs and resources.
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 Optimal Resume 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.

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.

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.

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!