

# CAREER PLANNING & DEVELOPMENT

## Four-Year Plan

### Year One: Ask & Experience

- Create a College Central Network (CCN) profile at [collegecentral.com/drury](http://collegecentral.com/drury). Use CCN's Resume Builder Tool to start your "master" resume to include all the experience you gain and involvement during your academic career.
- Register with [drury.MyPlan.com](http://drury.MyPlan.com) and take the free **career assessments** for insight and further career-related research. Assessments include personality, interests, skills, and values. These may help direct you if you're still deciding or may help solidify ideas you already have.
- Get involved** in clubs, sports, activities, and other organizations to broaden your experience and to help you develop and demonstrate interpersonal and leadership skills.
- Get to know the **faculty, staff, and other students** on campus.
- Keep an eye on your **grades** and seek help if you need it.
- Try to keep your **social networking** pages neutral; avoid posting negative, profane, inappropriate, or other questionable content.
- Meet with advisors**, both in CP&D and your academic major, to be certain that your education and your ultimate career goal are aligning and that you understand the requirements.
- Attend the annual **job fair** to gather information on potential careers and employers, as well as to become familiar with how job fairs work.

### Year Two: Assess & Explore

- Create a **LinkedIn** profile and begin adding connections.
- Update your **CCN profile and resume**.
- Pay attention** to which classes and activities you really enjoy in order to continue guiding your career plans.
- Start generating ideas for an **internship** and begin gathering and preparing application materials.
- Get involved - **volunteer!** Seek volunteer opportunities that relate to your field of interest. Unpaid experiences and activities can be included on resumes as well as paid, part-time work.
- Start developing **deeper insight and your personal networking connections** by job shadowing, doing informational interviews, and attending the Job Fair.
- Learn about and practice for internship interviews with Big Interview at [drury.biginterview.com](http://drury.biginterview.com). Make sure to record and watch yourself at least once.

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### Year Three: Evaluate & Network

- Update** your LinkedIn profile and CCN with any new activities or skills. **Work on polishing** your resume and creating a cover letter template you can customize as needed.
- Learn about and practice for internship/job/professional school interviews with Big Interview at **drury.biginterview.com**. Make sure to record and watch yourself at least once.
- Apply for and complete an internship. Visit **drury.edu/career/internships**.
- Attend the **job fair** and take your resume with you. Make an effort to connect with recruiters for internships, future full-time jobs and/or professional schools.
- Investigate **graduate school** and, if you choose that path, prepare for you entrance exam.
- Be intentional about your networking and consider **looking for a mentor** in your field. Build strong professional relationships with people who could be potential references for you.
- Narrow **career direction** to a point that you can begin to choose the types of positions or graduate programs you are interested in pursuing.
- Consider completing a **study abroad experience**; apply for scholarships to help fund your trip.

### Year Four: Market Yourself

- Update** your LinkedIn profile and CCN, keep your master resume and cover letter up-to-date and polished.
- Prepare** your job search or graduate application materials; make sure to keep them organized and orderly.
- Join related **professional organizations** while you are a student. Many of these groups can be found on LinkedIn as well.
- Apply** for jobs or graduate schools, or even both, if you haven't decided on your path.
- Complete a **second internship**.
- Plan for post-graduation by taking a look at your **finances** and the options you have for loan repayment.
- Build a base **professional wardrobe**. Keep an eye out for sales and invest in quality, basic pieces.
- Learn about and practice for job/professional school interviews with Big Interview at **drury.biginterview.com**. Make sure to record and watch yourself at least once. Ask others to review and consider scheduling an in-person mock interview with CP&D staff.
- Target** the specific graduate degree or types of positions to pursue.
- Double check that your **web presence** is professional and consistent, including your LinkedIn profile and a cleaned up social media presence. Be sure to Google your name!
- Ask 3 - 5 professional contacts if they would be willing to serve as your **professional references**, then create a reference page. Ask for letters of recommendation for your portfolio.