

THE CAREER DEVELOPMENT CENTER



Four Year Career Plan

First Year – ASSESS and EXPLORE

- Talk to family and community members about how they chose their majors and/or careers.
- Meet with a Career Counselor about your goals and aspirations, and how what you are doing now can help you reach them.
- Identify interests, skills & values by:
 - Completing assessments available in the Career Center.
 - Establishing key relationships with faculty, your advisor and career staff who can help you.
- Research concentrations and related careers by:
 - Attending “How to Choose Your Concentration” and “What Can I Do With A Concentration In..?”
 - Stopping by the Career Café which features our library with over 200 selections on career topics.
 - Completing assessments available in the Career Center.
 - Establishing key relationships with faculty and staff.
 - Viewing the Career Insider online career library which can be accessed from the Career Development Center website. The Career Insider library contains industry career guides, career surveys, career topic guides, and much, much more!
 - Developing personally & professionally by joining student organizations. Start by attending the Student Activities Fair and the Volunteer Fair.
- Sign up for SPI-125 Career Decision-Making Course – an interactive course designed to help students gain personal insight into interests, skills, values and explore concentration possibilities.
- Retain syllabi, papers, presentation outlines, and job descriptions to make a portfolio. Use these documents to put together a resume. Schedule an appointment with a Career Counselor or attend our resume workshop to learn how.

Second Year – DECIDE

- Meet with a Career Counselor or attend one of our workshops on topics ranging from concentration selection/confirmation, career options, or resume building.
- Take courses in subjects of interest and/or within your chosen concentration(s).
- Build experience by job shadowing and/or conducting informational interviews with local businesses, organizations, and alumni mentors. This will provide you with the opportunity to ask questions about a specific field, see first-hand what the job entails, and reflect on the experience.
 - Connect with alumni through the Career Development Center's online service, "Ask JIM" (Jobs, Internships, Mentors).
 - Meet with a Career Counselor who can connect you with additional alumni or community members.
- Gain experience through student organizations, volunteerism, part-time jobs, or internships.

- Search “Ask JIM” (Jobs, Internships, Mentors) for full-time, part-time, seasonal or internship opportunities.
- Attend the Volunteer Fair or visit the Volunteer Center to learn more about the opportunities available at Albright.
- Meet with a Career Counselor who can assist you in finding an opportunity that matches your goals.
- Investigate study abroad / off-campus options. Make an appointment at CELAR: Center for Experiential Learning and Research to learn more.
- Continue First Year Activities.

Third Year – FOCUS

- Meet with a Career Counselor or attend one of our workshops on topics ranging from resume and cover letter critique to internship searching and interviewing skills or the graduate school application process.
- Gain experience through internships.
 - Search for internships via “Ask JIM” (Jobs, Internships, Mentors).
 - View the Career Insider online career library which contains an internship database, career guides, and much, much more!
 - Participate in our On-Campus Interviewing Program. Employers will come to the Career Development Center to interview you! Check our website frequently for additions to the schedule.
- Acquire career skills through campus organizations.
- Study abroad or off-campus.
- Research graduate & professional schools.
 - Stop by the Career Café which features our library with over 200 selections on career topics including resources for graduate/professional programs and the application process.
 - Attend the Graduate & Professional School Day held each fall.
 - Meet individually with a Career Counselor to search programs, discuss the application process and write a personal statement.
- Attend job & internship fairs
 - Horizons Job and Internship Fair – held at Albright in the spring semester.
 - The Lehigh Valley Collegiate Career Expo - annual job and internship fair in the spring semester.
 - Teacher Recruitment Day - held in the spring semester.
- Continue First and Second Year Activities.

Fourth Year – SEEK

- Meet with a Career Counselor to finalize your resume and cover letter, discuss job search strategies or graduate school, schedule a mock interview and prepare/practice your networking introduction (30 second commercial).
- Attend job fairs
 - See Third Year Above.
 - A list of additional job fairs can be found on the Career Development Center website.
- Participate in our On-Campus Interviewing Program.
- Acquire career skills through campus organizations.
- Network, network, network!
- Continue First, Second, and Third Year Activities.