Year 1

**explore**

- Identify values, interests, personality and skills by utilizing the resources on the Majors & Careers websites.
- Log in to your CareerLink account for access to job and internship postings, and valuable career tools.
- Volunteer in your field of interest and participate in campus activities.
- Create your base resume to identify gaps in your experience.
- Set up an appointment with a career counselor to identify career options.

**Four Year career plan**

- [www.ius.edu/career](http://www.ius.edu/career)

Year 2

**discover**

- Conduct informational interviews and learn more about your major or career.
- Research and begin pursuing internships, part-time work, and volunteer programs to build experience on your resume.
- Practice introducing yourself and making connections by attending job fairs and other social events.
- Build your online brand by creating a LinkedIn account and ensure social media accounts are appropriate and professional.
- Attend career and professional development workshops on-campus and in the community.

Year 3

**connect**

- Seek a leadership position(s) with a student organization.
- Gather information on summer learning opportunities like study abroad and community projects.
- Start narrowing your career choices by speaking with faculty, family, friends, and peers.
- Select elective courses and minors that will enhance your goals and help you develop new skills.
- Secure an internship and keep track of your accomplishments. Talk to the Internship Coordinator to determine if the experience can be used for credit.
- If attending graduate/professional school, start researching admission requirements and preparing for standardized tests (GRE, LSAT, MCAT, GMAT, etc.).
- Build practical experience through academic research and class projects.
- Begin asking faculty and professional contacts for permission to use them as a professional reference.

Year 4

**achieve**

- Polish your resume and have it reviewed by a professional in the Career Development Center.
- Gather information and contacts by attending Job Fairs and Workshops and by building your network through LinkedIn.
- Join appropriate professional organizations to meet other professionals in your field.
- Check CareerLink and other job boards (LinkedIn, Indeed.com, etc.) regularly for professional job postings.
- Use contact names (found through networking) as liaisons to the company to search beyond the specific advertised job.
- Make an appointment for a mock interview with the Career Development Center or practice interviewing with a visiting employer, friends, or family.
- Research salary and cost of living using Glassdoor and other online resources.
- Complete applications for graduate or professional schools early!
For access to clickable links, go to www.ius.edu/career/majors-and-careers/4-year-career-plan