CLASSROOM TO CAREER
FOUR YEAR TIMELINE

FIRST YEAR:
• Meet with a career counselor to assess your interests and to help you decide on a major (MyPlan)
• “Sit in” on a class to explore your best choice of major
• Seek individual assistance at the Professional Development Center to develop your resume.
• Become involved in on-campus activities
• Navigate the PDC website and become familiar with the resources that are available for your career development
• Begin to document your achievements for a resume or e-portfolio
• Find a summer job in your field to explore a career and gain experience
• Create your Handshake Account

JUNIOR YEAR:
• Research potential employers/internships by networking with alumni, employers
• Attend PDC informational programs, panels and special events
• Attend graduate school fairs; note application deadlines for graduate schools
• Research graduate school scholarship/fellowship opportunities
• Attend Job Fairs for internship opportunities
• Update your resume and e-portfolio information
• Attend PDC workshops to develop job search skills
• Attend “Networking” programs
• Join the TitanNetwork group on LinkedIn
• Use Handshake to get another internship

SOPHOMORE YEAR:
• Shadow someone in a career that you wish to explore (PDC staff will help to arrange it)
• Attend workshops on resume writing/interviewing/cover letter writing/social media in the career search
• Seek individual assistance at the Professional Development Center to update your resume
• Participate in the annual spring “Internship/Summer Job” event
• Use Handshake to find your internship
• Create a LinkedIn profile and join the WC group
• Seek out leadership roles on and off campus
• Update information for your resume or e-portfolio
• Serve an internship

SENIOR YEAR:
• Attend “Senior Boot Camp” to sharpen skills for the job search or graduate school application
• Apply to graduate schools early, if planning to continue education
• Apply for graduate school scholarships/fellowships, if appropriate
• Participate in a mock interview and/or a video-taped mock interview
• Attend “Etiquette Dinner”
• Update your resume and create or update your e-portfolio/LinkedIn profile
• Participate in on-campus interviews with prospective employers
• Communicate with alumni for informational interviews via the TitanNetwork group on LinkedIn
• Attend Job Fairs
• Begin your job search

For more information go to www.westminster.edu/career, or call us at 724-946-7338. Visit us early and often on the 2nd floor of McKelvey Campus Center.