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

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

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

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.