

CAREER SERVICES

Year by year guide to career success!

Below are just a few suggestions for what you can achieve during each of your four years at Centre that will help prepare you for career success. This is by no means an all-inclusive list, but provides good guidelines to prepare you for life after Centre.

Freshmen

- ❑ Sign up for Centre Futures
- ❑ Demonstrate strong academic performance by making the best grades you can each and every semester (strong GPAs are important for admission into graduate school and to employers)
- ❑ Discuss ways to get involved in campus and/or community organizations and events with your career counselor
- ❑ Work closely with your career counselor to review your interests and skills
- ❑ Explore majors and careers at Career Services:
 - Become familiar with the Career Library resources and the Career Services web site <http://www.centre.edu/careers>
 - Utilize the on-line career resources on the Career Planning page (such as “What Can I Do With This Major?” and the Occupational Outlook Handbook)
 - Acclimate yourself to the on-line eRecruiting system by attending a Centre Futures kickoff
- ❑ Gain experience over the summer by participating in an internship, part-time job or volunteer position

Sophomores

- ❑ Participate in Career Services’ Externship (job shadowing) program
- ❑ Conduct an information interview with alumni and/or professionals in career fields that you are considering
- ❑ Start planning for an internship
- ❑ Develop strong computer skills and familiarity with a variety of software programs
- ❑ Access the calendar of events and many valuable resources and links available from the Career Services web site, <http://www.centre.edu/careers>
- ❑ Get to know faculty in career fields of interest:
 - talk about the versatility of the career field and discover career options
 - learn about what you can do to gain experience in that field
- ❑ Choose electives to enhance your qualifications, especially your oral and written communication skills
- ❑ Conduct self-assessments in order to solidify your interests, skills, and work and lifestyle values (the Strong Interest Inventory and Myers-Briggs Personality Type Indicator may be useful for this)
- ❑ Meet with your career counselor and choose a major
- ❑ Keep your resume and registration on eRecruiting updated
- ❑ Gain experience during summers and breaks by participating in an internship, part-time job or volunteer position

Juniors

- Focus more clearly on your career field by doing extensive research on the Internet and in the Career Library
- Plan and complete an internship
- If you are considering graduate study be sure to:
 - start early and determine your program of study
 - identify graduate schools of interest and obtain application materials from them
 - register for the required graduate entrance examination(s)
 - have your resume and personal statement critiqued by Career Services and your faculty advisor
 - research and apply early for potential graduate assistantships and other financial aid sources
- Continue to speak with professionals and alumni in career fields of interest
- Conduct a mock (practice) interview in Career Services
- Hone your interviewing, etiquette, and job searching skills by attending Career Services' programs and utilizing the resources available in the Career Library
- Keep your resume and registration up-to-date in eRecruiting
- Gain experience during summers, breaks, and school year by participating in an internship, part-time job or volunteer position

Seniors

- Implement a thorough job search campaign by:
 - meeting with a career counselor to develop a job search plan
 - refining your resume(s) and cover letter(s)
 - learning about the various ways to identify and search for available positions
 - targeting and researching potential employers
 - contacting employers and applying for positions
 - participating in on-campus recruiting
 - following up with any employers you have contacted
- Strengthen and develop your networking capabilities and use them to facilitate your job search
- Finalize graduate school plans and, if you have not already done so, complete application materials and take the necessary entrance examinations
- Attend Spotlight Job & Internship Fair, a job fair for Kentucky's private colleges, in February
- Make an appointment with your career counselor to assess:
 - if your resume and cover letters need revision
 - if you need further guidance with interviewing, job searching, self-assessment, etc.
 - if you want to connect with alumni in a particular career field or who work for employers of interest to you
 - if you need to re-evaluate your career plan
- Establish your long and short term career goals
- Obtain recommendations and references from previous employers, professors, advisors, and directors of any extracurricular organization(s) in which you were involved
- Notify Career Services if you have accepted a position and give them your updated logistic information

We want to help you every step of the way. Please make an appointment in Career Services early in your freshman year so that you can get a great head start on your career development.