

# LINDENWOOD

## LIKE NO OTHER

### 4-Year Plan for Future Career Success

#### Freshman

- Visit the Career Center – Meet your Career Strategist!
- Follow the Office of Career Development on social media (Facebook, Twitter, Instagram, Pinterest, Snapchat and Tumblr) to stay in the loop.
- Register with the Career Services' online database, Handshake, to assist you in finding volunteer, part-time, temporary, co-op or summer positions. Graduate students and alumni can build a profile at <https://lindenwood.joinhandshake.com/login>
- Use the FOCUS2 computerized career guidance system to explore your options and begin planning.
- Use resources available through the Office of Career Development, online and in person, to research academic majors and career fields that interest you.
- Practice effective study habits. Earn the best grades you can.
- Learn to balance academic, social and work activities by implementing effective time management skills.
- Identify and use campus resources and services.
- Determine and regularly review your academic and career goals. Write them down and establish a timeline during which they will be accomplished.
- Join or start a student organization.

#### Sophomore

- Become familiar with career options for various academic majors and fields of interest.
- Review Program Planning Guides and know the degree requirements for your major.
- Meet with academic advisor and your Career Strategist to clarify career goals.
- Develop a resume.
- Gain relevant experience by obtaining an internship, part-time job, or volunteering. Check with academic advisor for criteria for receiving course credit.
- Get to know staff and faculty – they are here to help and are invaluable sources of information. Begin making connections to form your professional network.
- Attend job fairs, career seminars, speaker series, and other development events.
- Utilize Handshake to find out about employment, volunteer and internship opportunities.

## Junior

- Gain internship or co-op experience.
- Conduct informational interviews with professionals in your area of interest.
- Access on-campus recruiting information, meet with employers on campus via information tables, student organization meetings, and career events.
- Gather information regarding graduate/professional school and apply.
- Update your resume and have it reviewed by your Career Strategist.
- Polish your interviewing skills through a mock interview with the Office of Career Development.
- Assume leadership roles in student organizations that you are already involved with. If you are not involved, head to Student Involvement to find out how to get started.
- Attend career workshops, seminars, and other career development events to work on resume writing, job search strategies, interviewing, and more.
- Continue to utilize Handshake to find employment opportunities.
- Build a LinkedIn profile. Start connecting with faculty, staff, classmates, and employers – begin building a professional online network.

## Senior

- Visit your Career Strategist to develop your job search strategies.
- Apply for positions well in advance of graduation (3-9 months).
- Begin job searching by implementing several job search strategies. If you aren't sure how to get started, contact Office of Career Development at [careerdevelopment@lindenwood.edu](mailto:careerdevelopment@lindenwood.edu).
- Attend job fairs and other networking opportunities.
- Schedule as many on campus interviews as possible.
- Interview for jobs and maintain extensive records about your job search.
- International students should apply for OPT (Optional Practical Training) well in advance of graduation. Visit the Office of International Students and Scholars to learn more.
- Confirm graduate school plans.
- Join professional associations related to your career field and attend professional meetings and conferences.
- Learn negotiation skills and determine major considerations before accepting a job offer.
- Inform Office of Career Development when you are offered or have accepted employment.