

CAREER SUCCESS SYLLABUS

Stay on track with your career goals by checking out this suggested career syllabus

ALL

- Attend fairs, events, and networking opportunities hosted by Your Career Development Center
- Utilize applicable services offered to you by Your Career Development Center
- Check your @mnsu.edu regularly for tailored messages for you from Your Career Development Center
- Please note the below is an APPROXIMATE timeline, customize the timing & tasks to suit your own unique career needs

FIRST-YEAR

- Explore Your Interests, Skills, & Talent
 - Take the FOCUS
 - Get to know the Academic Catalog and explore any areas of natural interest
 - Get involved on campus! Consider joining a Student Organization
 - Consider a part-time job, work-study position, or volunteer role – find opportunities on Handshake
- Develop Your Understanding of Careers
 - Check out What Can I Do With This Major?
- Manage Your Career Path
 - Write your first resume using the Job Search Handbook
 - Complete your Handshake Profile

SOPHOMORE

- Explore Your Interests, Skills, & Talent
 - Talk with your advisors, faculty, career advisors, or mentors about majors, study abroad, and career paths
 - If undecided, meet with a Career Advisor to guide you in moving forward
- Develop Your Understanding of Careers
 - Conduct an Informational Interview with someone working in your field of interest
 - Explore O*NET or the Occupational Outlook Handbook
- Manage Your Career Path
 - Begin building your network by creating and using a LinkedIn Profile
 - Use Handshake to find internship or summer job opportunities

JUNIOR

- Explore Your Interests, Skills, & Talent
 - Begin to explore graduate schools if additional education is needed for your career goals
 - Seek out leadership opportunities in 1-2 student organizations or extracurricular activities
- Develop Your Understanding of Careers
 - Consider setting up a job shadow to strengthen your network and explore different career paths in your major
- Manage Your Career Path
 - Build your resume with off-campus applied learning such as internships, part-time jobs, undergraduate research, volunteer work, or study abroad
 - View Candid Career videos to inform your career path options
 - Explore opportunities on GoingGlobal

SENIOR

- Explore Your Interests, Skills, & Talent
 - Revisit your many experiences and skills you have developed to prepare for interviewing
- Develop Your Understanding of Careers
 - Set your job search strategy early
 - Update your resume, cover letters, and other application materials – tailor each to the position you are applying for
 - Do regular searches on Handshake and use filters to find opportunities of interest
 - Reach out to your LinkedIn network
- Manage Your Career Path
 - Think about what faculty, advisors, supervisors, mentors, or coaches could be positive references for you – be sure to ask them BEFORE submitting
 - Complete the Graduate Follow-Up Survey