



Career Development Center

CAREER SUCCESS SYLLABUS

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

EVERY YEAR

- ☐ Attend fairs, events, and networking opportunities - find them in Handshake
- ☐ Utilize applicable services offered to you by your Career Development Center - discover more at www.mnsu.edu/cdc
- ☐ Check your @mnsu.edu email regularly for tailored messages as part of the Beyond the Bullpen Newsletter monthly series
- ☐ Make your plan! Please note the following is an approximate timeline, customize the timing & tasks to suit your own unique career needs

FIRST-YEAR

EXPLORE YOUR INTERESTS, SKILLS, & TALENTS

- Take the FOCUS
- Review the Major Question Work Booklet 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

- Log in to SkillsFirst, take the career exploration assessment, and create your first resume
- Complete your Handshake Profile

SOPHOMORE

EXPLORE YOUR INTERESTS, SKILLS, & TALENTS

- ☐ 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
- ☐ Use Forage to explore careers and prepare for the job with hundreds of free job simulations designed by the world's top employers

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
- ☐ Use SkillsFirst to practice interview questions and build a stand-out cover letter

JUNIOR

EXPLORE YOUR INTERESTS, SKILLS, & TALENTS

- ☐ 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
- ☐ Use SkillsFirst to review a variety of career advice videos
- ☐ Discover paid, flexible, real-world experiences through Parker Dewey Micro-Internships

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 applied experience such as internships, part-time jobs, undergraduate research, volunteer work, or study abroad
- ☐ View Candid Career, Majors in Minutes, and Majors in Action videos to inform your career path options
- ☐ Explore opportunities on GoinGlobal

SENIOR

EXPLORE YOUR INTERESTS, SKILLS, & TALENTS

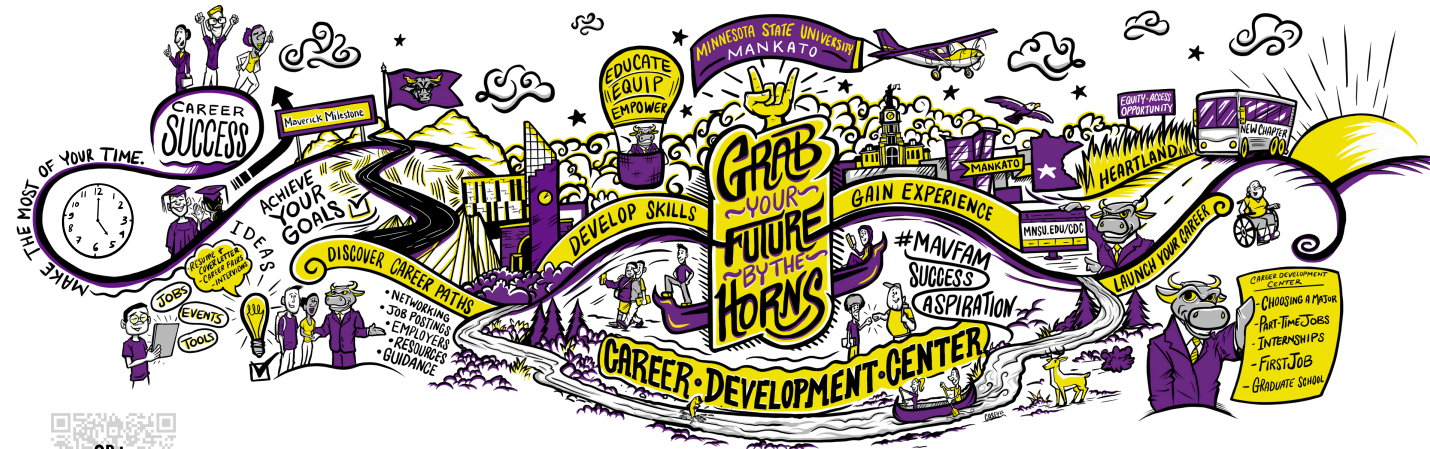
- ☐ Revisit your many experiences and skills you have developed to prepare for interviewing
- ☐ Develop your STARR stories

DEVELOP YOUR UNDERSTANDING OF CAREERS

- ☐ Set your job search strategy early
- ☐ Update your resume, cover letter, 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

- ☐ Build your best elevator pitch with the help of SkillsFirst
- ☐ Get your free professional photo taken at the CDC photobooth & update your LinkedIn profile to prepare for your job search
- ☐ Think about which 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



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