

First Year: *Explore Possibilities*

- Visit the Career Center:** Get to know our staff and services; explore our website and online resources.
- Join CCC on Facebook and Twitter:** Update your privacy settings and maintain professional online behavior.
- Attend Career Center events and workshops:** Learn more about the world of work.
- Clarify your interests, values and strengths:** Utilize our online interest and career assessment tools.
- Get involved:** Join a group or club that will help develop your interpersonal and teamwork skills; make friends.
- Identify tentative majors:** Explore the online course catalog and take a variety of classes.
- Establish relationships:** Peer Advisors, Faculty Members, Academic Advisors and Career Counselors will be your best allies during your time at SPU.
- Get good grades:** Work hard and utilize your professors, study groups, and The Center for Learning.
- Track your activities by starting a résumé:** Keep relevant notes and information in a “career” file.
- Take GS 2001: Major & Career Exploration:** If you can’t take it now, register next year!

Sophomore Year: *Evaluate Options*

- Meet with a Career Counselor:** Discuss major and career options and make a plan for evaluating and making decisions.
- Research careers:** Investigate a few options using WOIS, O*Net and other CCC online resources.
- Use the Career Center workshops and programs:** Become more occupationally literate.
- Stay involved:** Participation in extracurricular activities develops leadership and collaborative skills.
- Narrow down your major choices:** Meet with faculty and academic advisors to clarify your thoughts and develop a plan of action.
- Get a mentor:** Apply for a career exploration experience through the Job Shadow/ Mentor Program.
- Keep your grades up:** Most majors require a 2.5 GPA for admission.
- Maintain a current résumé:** Add new activities and experiences & have a Career Counselor provide feedback.
- Get off-campus:** Look into Study Abroad, SPRINT, or mission trips to expand your world view and gain perspective.
- Gain work experience:** Apply for an internship, volunteer position, or part-time job. The Office of Student Employment and SPU JobLink are great places to look for openings.
- Make connections:** Network, network, network! Start a list of contacts and collect business cards.
- Take GS 2001: Major & Career Exploration:** If you didn’t take it during your first year.

Making the Most of Your Breaks

- Come see us! The CCC is open for business except for major holidays and the week between Christmas and New Years.
- Network – use your free time to conduct informational interviews.
- Volunteer with an organization related to your interests.
- Consider Study Abroad or a SPRINT experience.
- Create a professional profile on LinkedIn and update your online presence.
- Find part-time work that will add to your resume.
- Research career options, graduate schools, or GAP year programs.

Junior Year: Gain Experience

- Develop your career goals:** Meet with a Career Counselor for guidance and action planning.
- Get LinkedIn:** Create a professional profile on LinkedIn and join the CCC and alumni groups.
- Attend CCC events:** Don't miss the Etiquette Dinner, Job and Internship Fair, and other workshops to network and learn valuable skills.
- Become a leader:** Consider student government, Campus Ministries, Residence Life and campus clubs.
- Conduct Informational Interviews:** Meet with professionals who are doing things you find interesting.
- Establish valuable contacts:** Build relationships with faculty and professionals who will serve as references.
- Consult with your academic counselor:** Be sure you are on track for graduation; keep your grades up.
- Keep studying:** Excel in major-related courses.
- Update your résumé and draft a cover letter:** Visit the CCC for a critique before applying for internships.
- Begin assembling a professional wardrobe:** Start by putting together an interview outfit.
- Become an Intern:** Increase your experience through internships or volunteering. Checkout SPU JobLink and attend the spring "Job & Internship Fair".
- Enroll in GS 3001: Transition from College to Career:** Start planning for your future.
- Join a professional organization:** Find an association related to your major or career field. Student memberships are often free.
- Explore graduate school options:** If you are considering this path, attend the Spring workshop at the Center for Scholarship and Faculty Development.

Senior Year: Make Connections

- Sharpen your job-search skills:** Attend CCC workshops and online webinars early in the fall.
- GS 3001: Transition from College to Career:** If you didn't take it yet, now is the perfect time.
- Get more experience:** Consider another internship, employment, or volunteer activity.
- Conduct informational interviews:** Learn more about careers while you network and gain connections.
- Attend "Senior Survival":** Offered winter quarter to help you start planning for life after graduation.
- Request letters of reference:** Ask faculty and internship supervisors and create a list of references.
- Applying for Grad School?** Come to the Career Center for help with applications and essay editing.
- Perfect your résumé and cover letter:** See a Career Counselor for a final edit.
- Prepare for interviews:** Watch the online webinar, then come to the Career Center to practice with a mock interview.
- Make a job search plan:** Meet with a Career Counselor to strategize and organize your search.
- Meet employers:** Attend the spring "Job and Internship Fair", on-campus recruiting, and networking events.
- Find job postings:** Check SPU's JobLink and other job boards on the CCC website.
- NETWORK:** Continue making connections, update your LinkedIn profile and consider creating a business card.

After Graduation: Keep in Touch

- Need help?** The Center for Career and Calling offers full services to students for a year after graduation.
- Achieve Success?** We'd love to hear from you!

For more information on our services and upcoming events, visit our website at www.spu.edu/ccc.
To make an appointment, visit us on the 2nd floor of the Student Union Building or call 206.281.2485.
15 minute walk-in appointments are available Monday – Thursday from 2-4pm.
The Center for Career and Calling is open Monday-Friday, 8:00am-5:00pm.