Career Development Guide

FIRST YEAR

Academic Goals
- Meet with your academic advisor to discuss course scheduling and to map out your academic course of action.
- Explore academic programs through the ASC catalog and the Advising Fair.
- Register for courses of interest to you in addition to required courses.
- Talk with students and faculty in academic areas of interest.
- Strengthen your oral and written communication skills in your classes and by using the Center for Writing and Speaking.
- Strive to maintain a high grade point average each semester, especially in your major.

Career Goals
- Craft your resume using the ASC online system: www.agnesscott.optimalresume.com (Your user name is your @agnesscott.edu address). Work with a member of the Career Planning staff to ensure it presents your qualifications in the best possible way.
- Register on the internship/job posting website (www.myinterface.com/agnesscott/student) to search for part-time jobs and internships for the summer between First Year and Sophomore Year.
- Develop your individual LinkedIn page.
- Research majors and careers by using the Career Library resources and “What Can I Do With This Major?”
- Identify summer jobs or internships which would allow you to explore and gain experience in a potential career field.
- Meet with a Career Planning staff member to discuss career interests and goals.
- Attend the Spring Career Academy Series sponsored by Career Planning to prepare for summer job or internship application.
- Participate in the Career Observation Day Program.
- Follow Career Planning on:
  Facebook: asccplan  Twitter: asccplan
  Pinterest: agnesclplan  LinkedIn: cplanagnes

Personal/Social Goals
- Join and become active in student organizations. Attend the Activities Fair to learn about activities related to your personal, academic, and career interests.
- Volunteer in the community. The Center for Student Engagement maintains opportunities.
- Attend a variety campus programs and events.

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SECOND YEAR

**Academic Goals**
- In the fall, attend Pizza and a Major sponsored by Academic Advising to learn about majors.
- In the spring, attend the Sophomore Year Experience Dinner to discuss majors and careers with alumnae.
- Select your major(s)/minor(s) by the end of your Sophomore Year.
- Get to know your faculty advisor and other faculty within your major and/or career field. Discuss career choices. When you know them well, you can request that they serve as references when you apply for internships, jobs, or admission to graduate schools.
- Explore internship, job, and research opportunities publicized in your academic department.
- Research and plan to participate in special curricular and international opportunities of interest.

**Career Goals**
- Participate in the Career Observation Day Program.
- Craft your resume using the ASC online system: [www.agnesscott.optimalresume.com](http://www.agnesscott.optimalresume.com) (Your user name is your @agnesscott.edu address). Work with a member of the Career Planning staff to ensure it presents your qualifications in the best possible way.
- Register on the internship/job posting website ([www.myinterface.com/agnesscott/student](http://www.myinterface.com/agnesscott/student)) to search for part time jobs and internships.
- Develop your individual LinkedIn page.
- Take the Strong Interest Inventory to help discern your career path related to your major.
- Attend the Career Academy Series sponsored by Career Planning to prepare for internship, research and study abroad opportunities.
- Continue to use Career Planning Library resources and staff support to explore career options.
- Seek an internship, part-time job, or volunteer experience related to your career goals.
- Develop basic skills that can be used in the career you plan to pursue.
- Attend career-related workshops and speak with campus recruiters who represent companies or graduate schools in your career field of interest.
- Follow Career Planning on:
  - **Facebook:** asccplan  **Twitter:** asccplan
  - **Pinterest:** agnescplan  **LinkedIn:** cplanagnes

**Personal/Social Goals**
- Develop leadership skills. Explore opportunities to assume leadership roles in student organizations and/or other organizations that advance your interests.
- Join student affiliations of professional associations/organizations in your field of interest.
- Consider volunteer work in your local or home community.

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THIRD YEAR

Academic Goals
- Select electives to enhance your qualifications and marketability for jobs or graduate schools.
- Continue to maintain relationships with faculty.
- Use campus resources to improve or enhance your academic progress.

Career Goals
- Develop your individual LinkedIn page. LinkIn with alumnae.
- Follow employing organizations and graduate/professional schools of interest on Facebook, Twitter and LinkedIn.
- Attend the Career Academy Series sponsored by Career Planning to prepare for job search and/or graduate school application.
- Attend Career Fairs to learn about internship opportunities and potential jobs/careers. Network with employers.
- Participate in an internship or mentored research or study abroad or other experiential learning.
- Research graduate/professional school institutions and programs.
- Attend graduate/professional school preparation seminars: test drives for the GRE, MCAT, LSAT, and GMAT.
- Update your resume using the ASC online system: www.agnesscott.optimalresume.com (Your user name is your @agnesscott.edu address). Work with a member of the Career Planning staff to ensure it presents your qualifications in the best possible way.
- Search for internships/job posting at website (www.myinterfase.com/agnescott/student) to search for part time jobs and internships.
- Take advantage of Career Planning workshops and programming (i.e. resume/cover letter writing, internship orientation session, career fair preparation).
- Attend recruiter information sessions and events.
- Schedule a mock interview with Career Planning staff to develop interviewing skills.
- Follow Career Planning on:
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  Pinterest: agnescplan  LinkedIn: cplanagnes

Personal/Social Goals
- Assume leadership positions.
- Continue to participate in campus and community activities.
Career Development Guide

FOURTH YEAR

Academic Goals
- Prepare for graduation.
- Summarize knowledge and skills developed through academic courses and programs.

Career Goals
- Schedule your Senior Year appointment in Career Planning preferably in the fall.
- Develop your individual LinkedIn page. LinkIn with alumnae.
- Follow employing organizations and graduate/professional schools of interest on Facebook, Twitter and LinkedIn.
- Update your resume using the ASC online system: www.agnesscott.optimalresume.com (Your user name is your @agnesscott.edu address). Work with a member of the Career Planning staff to ensure it presents your qualifications in the best possible way.
- Participate in Senior Career Boot Camp and the Senior Transitions Series sponsored by Career Planning.
- Attend Career and Graduate/Professional School Fairs. Attend both career fairs co-sponsored by Agnes Scott: The Small College Career Fair in November and the Statewide Career Fair in April.
- Search for internships/job posting at website (www.myinterfase.com/agnesscott/student) to search for part time jobs and internships.
- Take necessary graduate/professional school admission tests if you haven’t already.
- Schedule a mock interview in Career Planning.
- Complete graduate/professional school application processes.
- Schedule on-campus interviews with employers of interest.
- Practice and develop your interviewing skills through a mock interview.
- Take advantage of Career Planning Library resources.
- Collect letters of recommendation from faculty.
- Network with employers and graduate school representatives every opportunity you get!
- Follow Career Planning on:
  Facebook: asccplan  Twitter: asccplan
  Pinterest: agnescplan  LinkedIn: cplanagnes

Personal/Social Goals
- Continue involvement in student organizations, campus activities, professional associations, etc.
- Discuss post-graduation plans with family, friends, and significant others.

RING THE BELL when you receive acceptance into a graduate program or a job offer!