



We help you translate your academic and co-curricular experience into professional skills and opportunities **FROM DAY ONE.**

WEINBERG COLLEGE OF ARTS AND SCIENCES

CAREER PLAN

SENIOR YEAR

MAKE decisions about post-graduation opportunities and implement your intentional career search strategy.

ASSESS

REFLECT on your previous experiential learning opportunities to determine how to focus your job search/graduate school planning.

ACCEPT/DECLINE any full-time offers from summer internships.

IF YOU DO NOT YET HAVE A CLEAR CAREER FOCUS, meet with a career counselor to discuss your options.

EXPLORE

EXTENSIVELY RESEARCH specific careers, industries, and targeted employers using WetFeet, Vault, Hoover's, LinkedIn, and company websites.

LEARN strategies for identifying contacts who work for specific employers (such as using the LinkedIn alumni tool) and polish your professional communication skills by meeting with your career adviser.

SUPPLEMENT your online research by conducting informational interviews with personal contacts, NU alumni, and industry experts who work for employers of interest.

EXPAND your knowledge of job opportunities, examine work settings, and prepare for interviewing by networking with employers in your field (through employer information sessions, coffee chats, and career fairs).

DECIDE

SELECT 2-3 industries and related employers to pursue for full-time employment and learn/implement the best job search techniques for those industries.

DECIDE if you want to attend graduate/professional school immediately or take time off in between.

DEVELOP a back-up plan for post-graduation, especially if you are interested in highly competitive programs or fields.

ACCEPT offers for full-time employment or graduate/professional school, and negotiate salary for employment positions.

ACT

UPDATE your resume in CareerCat, incorporating professional skills and accomplishments from junior year experiences.

UPDATE AND TAILOR your LinkedIn profile (include career goal-specific headline and content throughout), add new personal contacts, and join groups and follow companies related to your career goals.

IF APPLICABLE, COMPLETE AND SUBMIT graduate/professional school application materials at least 1 month prior to deadline (personal statement, transcripts, entrance exam scores, recommendations).

STRATEGICALLY ENGAGE in NCA Internship & Job Fairs to make connections with specific employers and pursue related full-time employment opportunities.

APPLY for full-time positions as early as possible and tailor resume and cover letters to each position description and company.

ESTABLISH relationships with any and all employer contacts by following up with those from past career fairs, information sessions, and informational interviews.

STRENGTHEN your interviewing skills by conducting a mock interview with your career adviser.

IDENTIFY potential references and obtain permission to use their information in your applications for full-time employment or graduate programs.

ATTEND career panels and events hosted by Weinberg departments and programs.