

Career Center



YOUR CAREER DEVELOPMENT: STEPS TO SUCCESS

FIRST-YEAR: AWARENESS

- Check out the '**Career Exploration**' section of the Career Center website.
- Take the **FOCUS 2** or another **Self-Assessment** and meet with a Career Counselor to create a tentative action plan.
- Use "**What can I do with a major in...**" software to identify potential career paths associated with various majors.
- Get involved in on-campus activities that interest you.
- Talk to faculty members, upperclassmen, family, and friends to help you choose a potential major.
- Register on Westfield State University's **Career Connections**, our job and internship database.

SOPHOMORE: EXPLORATION

- Volunteer, join student organizations, seek interesting part-time and summer jobs.
- Gain 'real-world perspective' by shadowing a professional in your field.
- Write or update your **Resume**.
- Attend the Career Center workshops** to learn about potential careers from alumni and employer contacts.
- Use **FOCUS 2** and other **career exploration tools** to research job descriptions, skills, requirements.
- Explore **study-abroad** options.
- If you have not already, register on Westfield State University's **Career Connections**, our job and internship database.
- Schedule an appointment with your academic advisor to discuss academic requirements and finalize choice of major.

JUNIOR: EXPERIENCE

- Do an **Internship** (or two!).
- Network at the **Annual Career Fairs** and **Networking Events** throughout the year.
- Get involved with a **professional association** in your field of interest (discounted student rate).
- Attend the Career Center workshops** on networking, interviewing, job searching, grad school prep, resume/cover letter writing and more.
- Continue to develop leadership, teamwork, and communication skills through extra-curriculars.
- Update your **Resume** and get it critiqued by the Career Center.
- Do **Informational Interviews** with alumni, family, and friends to explore career paths within your field of interest. Use the **Career Connections Mentor Database** to connect with mentors in your field.
- Consider if **Graduate School** is the right choice for you and start preparing for entrance tests.

SENIOR: TRANSITION

- Do an (other) **Internship!**
- Research potential employers through **Career Connections** and other **Job Search Strategies**.
- Acquire appropriate attire for job interviews and know how to **Dress for Success**.
- If attending **grad school**, prepare applications and required materials.
- Practice interviewing by doing a **Mock Interview** with the Career Center staff.
- Start job searching/interviewing 6-9 months prior to graduation.
- Utilize the Career Center's website for **Job Search Resources**.
- Decide on possible **References** required for the job search process.
- Perfect your **Resume** and learn how to write a **Cover Letter**.
- Upload your **Resume** on **Career Connections**.
- Participate in **On Campus Interviews** and **Employer Information Sessions**.
- Create a **Networking Contact List** and a **Job Search Worksheet**.
- Attend Westfield's **Annual Career Fairs** and area **Job Fairs**.

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