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 extracurriculars.
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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