YOUR CAREER DEVELOPMENT: STEPS TO SUCCESS
Career Services ▪ Lammers Hall ▪ 413-572-5206 ▪ careers@wsc.ma.edu ▪ www.wsc.ma.edu/careerservices

FIRST-YEAR: AWARENESS
- Take the FOCUS or another Self-Assessment and meet with a Career Counselor to create a tentative action plan.
- Check out the ‘Career Exploration’ section of the Career Services website.
- 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 College’s Career Connections, 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 Career Services workshops to learn about potential careers from alumni and employer contacts.
- Use FOCUS and other career exploration tools to research job descriptions, skills, requirements.
- Explore study-abroad options.
- If you have not already, register on Westfield State College’s Career Connections, 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 Career Services 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 Career Services.
- Do Informational Interviews with alumni and family 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 Services website for Job Search Resources.
- 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.
- Notify Career Services when you know what your next step will be.
ADDITIONAL TIPS FOR SUCCESS:

- Come to Career Services and know about our resources! Check out our website! Come to events! Make an appointment!
- Get to know your faculty. Most departments have an internship coordinator who knows where students have interned and what opportunities are available. Career Services also manages the Cooperative Education Program for credit-based internships as well. Either the Career Center or your advisor can answer questions about identifying, applying for and receiving credits for internships.
- Remember that your choice of major does not necessarily determine your future. Although it is important to choose a major, keep your options open to a wide variety of fields. Focus on gaining experience and developing key skills.
- Take advantage of summer and breaks to gain real-world experience. Think about job-shadowing or doing a short term externship.
- Update your resume as you develop more experience and skills.
- Utilize a variety of networking techniques: Career Connections Mentor Database, Club Networking Events, Westfield’s Annual Career Fairs, Information sessions, professional associations, family, friends, faculty, etc.
- Take care of yourself: Body, Mind, & Spirit. Get plenty of rest, take one step at a time, and embrace the possibilities!😊

MY GOALS:
Please write down at least three career-related goals you would like to achieve THIS year. BE SPECIFIC!

Formula: WHAT(action)?-------WHEN(deadline)?-------- WHO(contact)?---------WHY(purpose)? (This formula’s order can be changed)
Example: I will job-shadow during Spring Break with my Aunt to get a better understanding of what a mortgage specialist does.

1.________________________________________________________________________________________________________________
2.________________________________________________________________________________________________________________
3.________________________________________________________________________________________________________________

MY CONTACTS:
Please write down three contacts who may be able to help you with your goals.

1________________________________________________________________________________________________________________
2________________________________________________________________________________________________________________
3________________________________________________________________________________________________________________