



Constructing Your Career Plan

Branch Out - Expand Your Horizons

Career

- Activate your Handshake account to begin learning about available opportunities, receive announcements about resume builders, jobs, career events, and recommended resources.
- Explore OnPACE, a self-guided series of career modules that can assist you in learning more about yourself, your major and how to prepare to enter the workforce. <https://onpace.osu.edu/>
- Utilize Career Counseling and Support Services, if you're not sure about a career path. <http://ccss.osu.edu/>
- Create a list of previous jobs, internships, volunteer experiences or courses and look for patterns to define your strengths, interests and skills.
- Meet with a Peer Career Coach to learn how to best market your qualifications on your resume.
- Start creating a strong, positive online presence.
- Attend career and internship fairs to learn about additional types of opportunities that might interest you.
- Follow ASC Career Success on social media.
- "Explore OnPACE, a self-guided series of career modules that can assist you in learning more about your self, your major and how to prepare to enter the workforce <http://onpace.osu.edu/>

Academics

- Take a variety of courses and explore adding a minor or double major that will facilitate your career goals.
- Position yourself for academic success by studying hard, obtaining tutoring if needed, and keeping your GPA up.
- Attend your professors' office hours to begin building strong relationships.
- Discuss your degree plan with your academic advisor to identify where you'll be able to fit in an internship, volunteer experience, study abroad or other resume builder.

Beyond the Classroom

- Open yourself up to new people, ideas and experiences you will encounter on and off campus.
- Become an active member of a student organization related to your major to learn what other students with similar career goals are doing for their career plan.
- Consider other resume builders (e.g., research, studying abroad, peer advising) that could be beneficial for someone with your career goals.
- Explore options for global experiences – study a foreign language, study/intern abroad, volunteer locally with an organization that serves people from other countries.

Discover - Strategize and Find Opportunities to Develop Your Resume

Career

- Create a list of employers you'd be interested in working for. Research who hires individuals looking to do the work you want to do.
- Review the Arts and Sciences Career Success events page for workshops to sharpen your skills.
- Schedule an appointment with a Career Prep Advisor in Arts And Sciences Career Success to identify opportunities to strengthen your resume.
- Conduct informational interviews and attend panels with alumni or other professionals in your intended field to gain insights and advice. Ask what you can do to close any qualifications gap on your resume.
- Brush up on your interviewing skills by scheduling a mock interview with Arts and Sciences Career Success <http://asc-careersuccess.osu.edu/students/services/mockinterviews>
- Identify opportunities to gain not only industry specific skills but also transferable skills; get in the habit of seeking them out early as many have applications deadlines well in advance of the actual start date.

Academics

- Utilize your academic advisors as a resources for course suggestions to help you develop skills and explore your career interests.
- Begin researching requirements and admission procedures for graduate schools, if your career requires an advanced degree.
- Share your career goals with advisors and faculty members who may receive information about upcoming internship or career opportunities through their network.

Beyond the Classroom

- Take a leadership role in a class, project or student organization.
- Reflect on and evaluate the steps you've already taken in your academic and career plan, is there anything you'd like to change moving forward? What else do you still need to accomplish?
- Join the student chapter affiliated with the professional associations in your field(s) of interest.
- Explore and consider opportunities to conduct research in your field.

Connect - Execute Your Strategy

Career

- Make an appointment with a Job Search Advisor at Career Counseling and Support Services to ensure you're on target to meet your goals for obtaining career employment.
- Reevaluate the list of employers you want to target and research if and when they'll be on-campus.
- Visit career fairs to discuss your search with recruiters at companies you're interested in working for.
- Attend information sessions with employers hosting webinars or visiting campus to learn more about their available opportunities.
- Network with professionals in your targeted industry via LinkedIn or networking groups.
- Update your resume and visit a Peer Career Advisor or submit your document for an online review to Arts and Sciences Career Services.
- Use Handshake to apply for career employment after graduation.
- Consider your career network. Reach out to former supervisors, faculty, and individuals you meet through family, friends, and campus clubs – anyone who can help you with your career search.
- Ask contacts in your network for LinkedIn endorsements and recommendations.
- Have your resume critiqued by someone in your target field. Can they suggest keywords or other ways to enhance your resume?
- Create an outreach plan with Career Connection and Support Services to reach employers who don't recruit on campus.

Academics

- Meet with an academic advisor to confirm your remaining degree requirements.
- Work with your faculty and academic advisor to apply to graduate or professional schools.
- Consider who you can utilize as a reference or recommender. Think about your previous bosses, professors, etc.

Beyond the Classroom

- Continue to be active on campus by assuming leadership roles.
- Connect with employers you met through student organizations.
- Seek additional networking activities through student organizations to meet with recruiters and hiring managers in industries you're targeting.

When reviewing the above bullets, circle three that you feel confident you can accomplish. Find three others that you feel will present a challenge. Are you able to identify a campus resource to assist you in working through each challenge?

Keep in mind that you can be undecided about your career goals while gaining experience outside of the classroom. Don't let career indecision hold you back from experiences that will allow you to build transferable skills (i.e., the skills needed to succeed in any work environment like teamwork and business writing), expand your network of contacts, and broaden your overall marketability. Chances are you will be able to decide upon a career path while building your resume's foundation via an internship, volunteer role, research position or another type of resume builder!