



## CAREER DEVELOPMENT 4-YEAR PLAN

### FIRST YEAR - FRESHMEN

- Schedule an appointment with a career counselor in the MMC Career Center to explore career opportunities
- Complete an assessment document that will help guide you in your career interest
- Browse the career resources available online at <https://www.martinmethodist.edu/academics/career-services>
- Keep informed about career events through MMC Career Service emails
- Join at least one MMC student organization
- Meet new friends and build campus relationships (this will help build your network as you begin to apply for career opportunities)
- Begin the resume development process.
- Be aware of social media presence
- If applicable, consider requesting work-study opportunities in your field of interest

### SECOND YEAR - SOPHOMORE

- Begin to think about possible internship opportunities. Attend the MMC Internship Workshop presented by the Director of Internships and the Department of Career Services
- Consider the opportunity to shadow a professional in your field of interest
- Continue to development and improve your resume with assistance from Career Services
- Begin looking for seasonal/part-time employment related to your interest
- Seek opportunities to join a professional organization related to your major
- Take leadership roles on campus
- Look into studying abroad
- Participate in volunteer opportunities on campus or within the community

### THIRD YEAR - JUNIOR

- Schedule an appointment with a Career Services Counselor to critique your resume
- Develop an outline for your cover letter and/or graduate school essay
- Think about taking a practice graduate/professional school entrance exam
- Attend the Graduate School Fair held in September on the MMC Campus
- Develop a list of professional references and keep in close contact
- Look into possible graduate school assistantships and important deadlines for applying
- Obtain an internship to explore a career field and gain practical experience

### FOURTH YEAR - SENIOR – First Semester

- Submit an electronic copy of these items to the department of Career Services for final review: resume, cover letter, graduate school essay
- Research potential companies and begin your job search
- Continue to network and tell others about your plans
- Complete your list of professional references
- Make sure you have professional contact information including email address, voice mail message, and be aware of social media presence