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*Make the most of your time in university and take concrete steps each year to achieve your career goals. The Career Center is available to assist you in each stage of this process.*

## ***First-Year Students: Exploring and Discovering Majors and Careers***

- Let us help you discover the possibilities and resources available to you.
- Get involved in student organizations, service-learning projects, residence life activities and community events that interest you.
- If you are unsure of how your strengths, abilities and interests translate into the world of work, contact the Career Center to take PathwayU, Myers-Briggs Type Indicator, Strong Interest Inventory and/or StrengthsFinder assessment. Meet with a career coach to review the results and get started on a plan.
- Reflect on and write down your past jobs, awards, class projects and other items that will help you build a resume.
- Gain practical experience by getting a summer job or internship related to your possible major or career interests. Visit Handshake ([calvin.joinhandshake.com](http://calvin.joinhandshake.com)) for job and internship postings, on and off campus.

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## ***Sophomore Students: Making Decisions***

- Choose your major and narrow down your career direction. Meet with a career coach to discuss your major and career goals.
- Conduct job shadowing experiences and/or informational interviews with professionals who are working in careers that you are considering.
- Continue getting involved in extracurricular activities to develop leadership, teamwork and time management skills that employers value.
- Create a profile on LinkedIn to start building your network with Calvin alumni and other professionals.
- Develop your resume and cover letter and have them critiqued by Career Center staff. Use Optimal Resume as a tool to get started (<https://calvin.optimalresume.com/>).
- Search for internships using Handshake ([calvin.joinhandshake.com](http://calvin.joinhandshake.com)).

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## ***Junior Students: Making Connections***

- Prepare for interviews by scheduling a practice interview with a career coach. Online practice is also available through Optimal Resume (<https://calvin.optimalresume.com/>).
- Secure an internship in your career field. Visit Handshake ([calvin.joinhandshake.com](http://calvin.joinhandshake.com)) for job and internship postings.
- Employers are looking for candidates with strong communication, problem-solving, and critical thinking skills. Highlight experiences in your resume and cover letter that have helped strengthen your skills in these areas.
- Attend career fairs, networking events, and Career Center workshops. Talk with employers about job or internship opportunities and build your networking skills. Visit [www.calvin.edu/career](http://www.calvin.edu/career) or a list of upcoming career fairs and events.
- Update your profile on LinkedIn and continue your networking efforts.
- Thinking about graduate school? Research application deadlines, graduate admission test requirements, upcoming test schedules and preparatory courses.

## *Senior Students: Applying and Finalizing Plans*

- Visit a career coach in the early fall to discuss your goals, develop a plan for your job search, and ensure transition-readiness.
- Assemble a professional portfolio that highlights significant accomplishments and experiences.
- Refine your resume and cover letters.
- Participate in a practice interview with a career coach to polish your interviewing skills.
- Attend career fairs, networking events, and Career Center workshops.
- Network with Calvin alumni, family, friends, professors, and other professionals. Use LinkedIn and alumni resources ([www.calvin.edu/alumni](http://www.calvin.edu/alumni)) as networking tools, but do not neglect the value of face-to-face, personal networking.
- If applicable, take graduate school admission test(s) and apply to graduate schools.
- Believe that your job search will be fruitful!