

# CAREER PLANNING TIPS TO FOLLOW DURING COLLEGE

CLEMSON UNIVERSITY MICHELIN<sup>®</sup> CAREER CENTER

## FRESHMAN YEAR

### SELF ASSESSMENT:

- Visit the Career Center and take a [career assessment](#), utilize our computerized career guidance system, and learn about our majors in our Burlington Career Library.
- Schedule an appointment with a [Career Counselor](#) for career counseling and career information. *Call 864-656-0440 or stop by the Burlington Career Library 316 Hendrix Student Center.*
- Visit the Career Center and register with [ClemsonJobLink](#) to access information about [volunteer opportunities](#), [internships](#), and [part-time jobs](#).
- Get to know your academic [advisors](#) and professors.
- Develop positive work attitudes and skills.
- Begin a “working copy” of your [resume](#).
- Get involved in at least one [student organization](#).
- Develop excellent [study skills](#).

### SUMMER AFTER FRESHMAN YEAR

- Get a job that relates to your college major or career interest.
- Gain work experience and start developing a strong business and work ethic.

## SOPHOMORE YEAR

### EXPLORATION OF INTERESTS:

- Learn about majors and occupations that interest you through Burlington Career Library resources and networking.
- Remain active in [student organizations](#) and clubs. Consider obtaining a leadership position in your student organization if you have not already done so.
- Attend career fairs held every spring and fall.
- Check into [Internship](#) (316Hendrix Center) and [Co-op](#) (321 Brackett Hall) opportunities.
- \* If your department does not offer credit for internships consider enrolling in the [Career Center Internship Class](#).
- Consider a minor.
- Talk with advisor and other faculty about your ideas
- Consider [study abroad](#) or other off-campus experience.
- Attend [resume workshop](#) and write draft of resume for summer work experience.

### SUMMER AFTER SOPHOMORE YEAR

- Get a summer job relating to your field and develop your skills
- Strengthen resume by developing references and a good reputation

## **JUNIOR YEAR**

### **EVALUATION AND DECISION MAKING:**

- Obtain an [internship](#) experience in your chosen field.
- Continue to take leadership positions in your [campus organizations](#).
- Attend career center workshops on resume writing, [interviewing](#) and [job searching](#).
- Talk to a [career counselor](#) about alternatives career choice.
- Develop marketable skills and enhancements to your degree.
- Attend campus [Career Fairs in the Fall and Spring](#).
- Conduct a mock interview.
- Be sure to maintain a good GPA.
- If considering attending graduate school talk to faculty about [graduate school options](#) and do some preliminary research on various programs.

### **SUMMER AFTER JUNIOR YEAR**

- Excel in your internship.
- Further develop job related skills.
- Compile a list of your skills and qualifications and how they relate to your Career objective.

## **SENIOR YEAR**

### **PLANNING, PREPARATION, AND IMPLEMENTATION FOR CAREER SUCCESS**

- Speak to a career counselor to ensure your resume and cover letter is polished.
- Research company information in the Burlington Career Library and on the web.
- Attend all Career Center job search [workshops and career fairs](#).
- Discuss career opportunities and plans with faculty, advisors, counselors and professionals in the field.
- Select faculty, administrators and current/former employers to act as references; discuss interests, skills, personal strengths as related to the positions being sought.
- Register on [ClemsonJobLink](#) for on-campus interviews and resume books.
- Participate in on-campus information sessions and recruiting.
- Research [graduate/professional school](#) information.
- If applicable, take a [graduate school or professional school admissions test](#) and apply to graduate school.
- Stay organized; keep a log of your contacts, interview and follow-up activities.
- Network, Network, Network!

## **GRADUATE SCHOOL**

- Consult Peterson's Graduate School Directory.
- Register for Graduate School Entrance Exams.