

CAREER PLANNING TIPS TO FOLLOW DURING COLLEGE

CLEMSON UNIVERSITY MICHELIN[®] 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 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.

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