

Transylvania University Career Development Center

Four-Year Plan for Professional Success

Build your future. Make every year count.
 We're here for you at every step of the way.

Year:	First-Year	Sophomore	Junior	Senior
Theme:	Explore	Investigate	Experience	Become
Goals:	<ol style="list-style-type: none"> 1. Self-discovery 2. Explore the curriculum 	<ol style="list-style-type: none"> 1. Choose academic major 2. Investigate the world of work 	<ol style="list-style-type: none"> 1. Confirm career choice through practice 2. Acquire an internship or research experience 	<ol style="list-style-type: none"> 1. Understand and articulate how the liberal arts contributes to your professional goal 2. Develop networking skills and strategies 3. Submit applications for career or graduate and professional school opportunities
Actions:	<ol style="list-style-type: none"> 1. Take Career Assessments to help you define interests, values, personality, skills, and beliefs (It's free here!) 	<ol style="list-style-type: none"> 1. Meet with Academic Advisor to discuss courses and potential major 2. Meet with Career Advisor to consider 	<ol style="list-style-type: none"> 1. Narrow career options 2. Refine résumé to reflect professional focus and experience 3. Research state and 	<ol style="list-style-type: none"> 1. Research specific job sites and graduate schools 2. Attend career and grad school fairs 3. Utilize LinkedIn, and

We're here to work with you!

Let us help at every step.

2. Meet with Career Advisor to discuss ideas, questions, and assessment results	connections between self and major	national organizations and associations and explore Student Affiliate status	Alumni and community networks to expand employment opportunities
3. Explore the curriculum; sample General Education options	3. Declare an academic major	4. Develop effective job search strategies	4. Tailor résumé to specific jobs or graduate programs
4. Engage in campus activities, including clubs, athletics, the arts, and community service	4. Utilize assessment results to determine careers of interest for investigation	5. Take part in a practice interview with Career Development	5. Develop cover letter and personal statement writing skills
5. Work with Career Development to draft a professional résumé	5. Continue mentoring relationship	6. Research in-depth graduate/professional school requirements	6. Complete applications for relevant opportunities
6. Participate in 100 Doors to Success mentoring program (contact Deana Ison at (859) 233-8590 or dison@transy.edu)	6. Develop a LinkedIn profile	7. Investigate career-focused internships and research opportunities	7. Understand salary and benefit packages in job offers
7. Let us help you plan ahead for relevant, part-time summer jobs.	7. Seek out a shadowing experience	8. Learn best methods for gathering information about professions and employers	
	8. Apply for relevant summer jobs and/or research opportunities		

Let's get going. Schedule an appointment with us today.

Phone: (859) 233-8193

Email: gg-careerdevelopment@transy.edu