Your 4-Year Career Plan

Career Development Services • Bell Hall 122 • 269.471.3470 • career@andrews.edu

1. **Explore**
   - Stop by the Career Development Services Office (CDS) to learn about our resources
   - Network – build relationships, join organizations, know the campus, volunteer
   - Review & refer to your Do What You Are assessment & take time to get to KNOW yourself
   - Take your career interests & Job Shadow or do an Informational Interview ~ Stop by the CDS for help on How To!
   - Stop by the CDS to update your Resume from H.S. to College
   - Attend Career Events on Resume Writing and Choosing Majors

2. **Discover**
   - Connect with a Career Coach @ the CDS to help guide you in choosing a major & setting a career goals
   - Consider travel abroad, educational or mission oriented
   - Join a professional organization or club related to your academic major
   - Strengthen networks & relationships with professors, staff, & organizations
   - Attend Career Events on Resume, Interviewing, & Networking
   - Explore & consider Graduate School
   - Revise Resume to include College Experiences & Jobs ~ Stop by CDS on Resume Days or submit via email @ career@andrews.edu
   - Finalize Major choice
   - Use Summer volunteering, externship, & jobs to gain experience

3. **Experience**
   - Get to know your Academic Department & their resources
   - Begin using Network to develop Professional Contacts
   - Start the Internship Search & stop by the CDS to help you develop an Internship Search strategy
   - Join a professional organization or club related to your academic major
   - Refine your Resume & Interviewing Skills
   - Set up an appointment @ CDS to conduct a Mock Interview
   - Attend Internship Etiquette, Resume & Interviewing Career Events
   - Explore & take entrance exam courses ~ LSAT, GMAT, MCAT, GRE
   - Lead ~ Seek opportunities, activities, & jobs that help you develop your Leadership Skills

4. **Act**
   - Connect with the CDS Office to review Career Plan & Develop a Job Search Strategy
   - Set up an appointment @ the CDS to do a Mock Interview
   - Revise & FINALIZE your Resume/Portfolio
   - Ask Professional Contacts for Reference Letters
   - Attend Career Fairs & Career Events to practice communication & networking skills
   - Apply for Graduation & take Senior Exit Exam
   - Apply for Graduate School
   - Stay connected with AU & Me Alumni Office.

‘Like Us’ @ Andrews University Career Services

Need Help? Stop by, email, or call @ 269.471.3470 • www.andrews.edu/go/career