

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