

College to Career Plan of Action

First Year, First Semester

- Visit Career Exploration & Development (CE&D) website/Portal page to learn about services and resources
- Identify your points of contact for academic and career planning
- Complete career interest assessment using Career Coach
- Explore your career matches: What can you do with this major?
- Attend at least 2 AC “What’s Next” series events
- Create your first resume
- Build experience through volunteer work, part-time work, and summer jobs

First Year, Second Semester

- Develop your goals for your career plan with benchmarks
- Improve interpersonal skills through networking events and involvement on campus/clubs
- Attend at least 2 AC “What’s Next” series events
- Polish your resume with up to date information, including completed course projects, and volunteer work
- Describe what's next after you graduate from AC. Do you plan to relocate? Do you have a plan to account for your financial situation just after graduation?
- Build your digital brand and online network

Second Year, First Semester

- Review your goals for your career plan and make adjustments as necessary
- Attend at least 2 “What’s Next” series events
- Improve interpersonal skills through mock interviews
- Polish your resume with up to date information while connecting your experiences and transferable skills
- Draft a cover letter
- Continue to improve your network and identify professional references
- Develop a plan to request letters of recommendation

Second Year, Second Semester

- Apply for Graduation
- Attend at least 2 “What’s Next” series events
- Attend AC career fair events
- Attend “What’s Next” weekly workshop sessions
- Research job opportunities in desired location
- Research market trends and salary expectations for your industry and chosen career
- Compose your elevator pitch and practice common interview questions
- Finalize your resume and cover letter
- Get hired!