

**FOR UNDERGRADUATE STUDENTS**

# *Your Career Development Plan*

The Career Development Center serves all Loyola students and alumni as a source for career assessment, career education, and assistance with the job search. We play an active role in facilitating connections between students/alumni and employers, and we hope you will take advantage of our services and resources as soon as you arrive at Loyola.

The 4-year plan is the suggested timeline for career activities to ensure that you get the most help from the services of the Career Development Center while you're a Loyola student. You can begin the career development process at anytime in your college career, but we recommend starting as early as possible.

## **Freshman Year:** *Acclimate and Explore*

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**Goal:** Acclimate to college life and begin preliminary career exploration

- Explore academic majors and target faculty in academic areas of interest
- Learn about Career Development Center services and resources
- Create a preliminary resume and cover letter
- Sign up and browse the e-Recruiting online system
- Attend Fall and Spring Semester job fairs
- Take on part-time jobs or work-study jobs, and get involved in on-campus organizations, and community service or volunteer opportunities

## **Sophomore Year:** *Assess and Refine*

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**Goal:** Assess your skills, interests and values, and continue to refine your career goals

- Enroll in CPSY 224: Career and Life Planning Lab or a Career Self-Assessment Workshop (C-SAW)
- Explore student groups, organizations and employers related to your career interests
- Research industries, companies, occupations and workplace cultures
- Explore major-related internships, jobs, co-ops and other experiences
- Attend career development panels and workshops
- Look for part-time jobs or internships at job fairs

## **Junior Year:** *Experience and Reflect*

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**Goal:** Reflect on collegiate experiences in relation to occupational choices

- Explore internships for credit through your academic department
- Research graduate or professional school opportunities
- Assume leadership roles in organizations
- Enroll in CPSY 224: Career and Life Planning Lab or a Career Self-Assessment Workshop (C-SAW)
- Meet with a Career Development Center advisor
- Register and participate in on-campus recruiting for internships
- Attend job fairs—both on campus and in the Chicago community
- Conduct informational interviews with family, friends and acquaintances

## Senior Year: *Enhance and Implement*

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**Goal:** Plan your job search campaign or prepare your graduate school applications

- Identify top skills and interests from past academic and work experiences
- Enroll in electives that will further your career and personal goals
- Search job postings on eRecruiting and other Websites
- Register and participate in on-campus recruiting for post-graduate jobs
- Network with friends, family, alumni, faculty and acquaintances
- Prepare and update resume for full-time job search or graduate school applications
- Sharpen interview skills through practice and mock interviews
- Attend university and community job fairs

## Ongoing Activities

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- Discuss your progress with a Loyola Career Advisor
- Continue career research by using library and online resources
- Continually revise your resume and cover letter
- Network with family, friends and acquaintances
- Conduct informational interviews within and outside your network

## For More Information

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**Career Development Center**

E-mail: [careercenter@luc.edu](mailto:careercenter@luc.edu)

Phone: **773.508.7716**

Visit: [LUC.edu/career](http://LUC.edu/career)

Lake Shore Campus

Sullivan Center 295

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Friday: 8:30 a.m. - 5 p.m.

Water Tower Campus

Maguire Hall 236

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Monday - Thursday:

9 a.m. - 5 p.m.



*Preparing people to lead extraordinary lives*