

# CAREER MANAGEMENT PLAN FOR GRAD STUDENTS

The Career Crossings Office provides the resources needed to develop a proactive approach to managing your career. These include, but are not limited to: assessing and leveraging your strengths and experiences, researching industry and job market trends/resources, building professional résumés and cover letters, branding in your field of interest, developing professional contacts through proven networking, interviewing, locating opportunities, and more.



**Checklist of Action Items**



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## GAINING PERSPECTIVE AND LAYING A FOUNDATION

- Make an in-person, telephone, or Skype appointment with Stacie Jeffirs, Director of the CCO, to discuss your individualized career plan. Email [sjeffirs@saintmarys.edu](mailto:sjeffirs@saintmarys.edu) or call (574) 284-4775.
- Assess your skills, strengths, achievements, areas for improvement, and career goals as a first step in developing a career management plan, preparing your résumé, etc.
- Register on [College Central Network](#) to see upcoming career programs, events, jobs, and internship opportunities. Update your CCN profile to receive targeted messages related to your interests.
- Follow Career Crossings on [Twitter](#), [Facebook](#), [Instagram](#), [Pinterest](#), and [LinkedIn](#).

## EXPLORING CAREER PATHS

- Research careers using the [O\\*Net](#) and [MyPlan.com](#).
- Explore alum careers by using the [Alumnae Resource Network](#). Use the ARN to find alum mentors.
- Use the [LinkedIn alumni page](#) to learn about alum career paths and connect directly with them.
- Conduct job shadowing and informational interviewing with alumni and professionals.

## BRANDING YOURSELF

- Create or update your professional résumé and have it critiqued by the CCO.
- Upload your résumé to [College Central Network](#) so employers can find you.
- Learn how to write effective cover letters. Have them critiqued by the CCO.
- Begin developing your professional portfolio (paper and electronic) by collecting writing samples from papers, assignments, projects, and presentations.
- Create and update your [LinkedIn](#) profile.
- Conduct mock interviews with the CCO to develop your interviewing skills.
- Join professional associations related your fields of interest.

## LANDING PRACTICUM/EXTERNSHIP/JOB OPPORTUNITIES

- Begin to assemble a list of potential employers and opportunities at least three months or more in advance. Pay particular attention to recruiting cycles, if they exist for your fields of interest.
- Use alum connections ([ARN](#), [LinkedIn](#), and [Clubs](#)) and your professional network to source opportunities.
- Use resources on the [Career Crossings Portal](#) to source opportunities.
- Update and employ your current professional resumes, cover letters, portfolios.
- Hone your interviewing, negotiating, and decision-making skills.
- Follow up all interviews with thank you letters.

## PREPARING FOR ADDITIONAL GRAD/PROFESSIONAL SCHOOL EDUCATION

- Review the [graduate/professional school timeline](#). Create your own timeline of activities based on your programs of interest.
- Connect with alumni and other professionals who attended your schools and programs of interest.

