

# YOUR SENIOR YEAR GAME PLAN

Career Crossings Office ♦ Saint Mary's College ♦ Notre Dame, IN

## **GAME ON**

The time has come for you to embark upon the next chapter of your professional journey. There are so many things to consider as you prepare for a successful transition. Here are recommended steps to complete before you finish your last year at Saint Mary's College.

## **EMPLOYMENT OR GRADUATE/PROFESSIONAL SCHOOL**

Research your employment and graduate/professional school options. Identify which choice is best suited to fit your goals.

## **BUILD YOUR TOOLKIT, PREPARE & TAKE ACTION**

In order for you to stand out and successfully accomplish your goals, you will need to prepare a number of things. Having a polished résumé, writing effective cover letters, fine-tuning your interviewing skills, and knowing how to network are crucial for success. Take the necessary steps to complete the tasks required for employment or admissions.

## **STAY FOCUSED & FOLLOW UP**

Make sure to keep track of where you have applied and follow up with employers/admissions representatives. Utilize tracking forms and a "To Do List" to stay focused and organized. Remember to maintain your professional contacts and continue pursuing new ones.

# YOUR SENIOR GAME PLAN CHECKLIST

## GAME ON

- Create a personalized strategy and identify the next steps with the CCO; make an appointment by calling the CCO at 574-284-4775 or stopping by Spes Unica, Room 114
- Evaluate your skills and experiences; know how to market your strengths to employers and/or graduate programs

## EMPLOYMENT OR GRADUATE/PROFESSIONAL SCHOOL

- Research jobs and apply for all opportunities that you are interested in; consider your values, geographic preferences, type of employer, industries, etc.
- Pay particular attention to recruiting cycles: many Fortune 500 companies recruit in the fall whereas mid-size and smaller companies recruit throughout the entire year; you don't want to apply too early, but you don't want to apply too late either
- Finalize your graduate or professional school applications, if you plan to go immediately after graduation (i.e., applications, personal statements, letters of recommendation, etc.)

## BUILD YOUR TOOLKIT, PREPARE & TAKE ACTION

- Create and review your résumé and cover letters with the CCO
- Attend CCO workshops
- Upload your résumé to College Central Network and [LinkedIn](#)
- Check your professional online presence/brand
- Create and enhance your [LinkedIn](#) profile
- Follow Career Crossings on [Twitter](#), [Facebook](#), and [LinkedIn](#) for opportunities

## STAY FOCUSED & FOLLOW UP

- Develop a system to keep track of where you have applied
- Continue to develop and maintain your professional contacts
- Follow up with companies and graduate/professional programs
- Develop a "plan B" just in case your first course of action does not go as planned

**Need assistance with your game plan? Contact us!**

Career Crossings Office ♦ Spes Unica 114  
Saint Mary's College ♦ Notre Dame, IN  
cco@saintmarys.edu ♦ 574.284.4775  
saintmarys.edu/career-center



Career Crossings  
Office

*career passion, life vocation* 