Begin now to prepare for today’s competitive job market! Explore career interests and develop job skills knowledge and experiences to achieve your career goals.

**RESEARCH** (majors, careers, graduate programs)

**EXPERIENCE** (volunteer, join organizations, part-time jobs, internships, study abroad)

**PREPARE** (internship, graduate or job search materials)

**APPLY** (internships, graduate/professional school, jobs)

**TRANSITION** (from college to the workplace or graduate/professional school)

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<th>FIRST YEAR</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
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- EXPLORE the Career, Mentoring, and Professional Development Center website
- UPDATE SHIP Career Connection profile & search for volunteer opportunities
- COMPLETE Focus 2 career assessment, explore careers and majors related to your interests
- PARTICIPATE in career workshops/seminars (live or virtual)
- CHECK the career events calendar & campus recruiting schedule
- VISIT employer information tables in the Ceddia Union Building
- PARTICIPATE in career, internship and job fairs
- ATTEND employer information sessions/panel presentations
- REVIEW your social media privacy settings
- GET INVOLVED in clubs, organizations, volunteering in your community
- CREATE a resume draft from resources at www.ship.edu/career
- CREATE your personal elevator speech and learn proper handshake
- LEARN appropriate interview attire for part-time jobs and internships
- EXPLORE part-time job opportunities through SHIP Career Connection
- BUILD relationships with faculty, employers, and staff to obtain professional references
- LEARN how to draft a cover letter
- SCHEDULE an appointment at our Center to learn how to search for an internship
- APPLY for an internship
- CONDUCT mock interviews for internship or job interviews
- REVIEW your resume at the Career, Mentoring, and Professional Development Center
- RESEARCH potential employers/job descriptions
- SEEK OUT job shadowing opportunities
- CREATE a LinkedIn account
- EXPLORE graduate or professional school options
- PREPARE graduate or professional school applications
- SCHEDULE an appointment in our Center to learn about the job search process
- PREPARE job search materials, (i.e., cover letter, portfolio, updated resume, writing samples)
- APPLY to graduate school, if applicable
- PURCHASE appropriate interview attire for full-time jobs/graduate school interviews
- POLISH your elevator speech
- ATTEND business and dining etiquette sessions
- PARTICIPATE in campus recruiting interviews
- ATTEND employer networking events
- APPLY for positions
- COMPLETE the Career First Destinations Survey