



WEST VIRGINIA STATE
UNIVERSITY

Find *Your* Passion.

The Four Year Career Planning Guide

Junior 60-89 credit hours – DECIDE

- Pursue an internship, volunteer work, research project, and summer or part-time job related to your interests; log into Jobweb to search for positions.
- Research potential graduate schools, if you intend to further your education. Now is the time to start preparing. Research admissions policies and requirements
- Choose your elective courses carefully to stay on track for graduation. Consider a minor to enroll in classes that will complement your major or career goals; relate course projects and papers to your career field and begin to develop a portfolio/brag file (contents include papers and research projects in which you received good grades, any awards, commendations etc.).
- Research potential employers that might interest you and learn about their industry.
- See a career counselor to help you develop a resume and practice your interviewing skills
- Continue to participate and gain leadership experience through part-time positions, volunteer opportunities, professional associations and student/community organizations.
- Begin to use social media outlets for professional branding purposes and building a professional network; set-up a LinkedIn account, use your Facebook network professionally and use twitter to follow Businesses (of interest) and CEO's etc.; begin to observe the contents of a professional tweet and other online professional/networking etiquette/practices.
- Continue to attend career related programs such as career fairs, and employer of the week programs; add to a list of potential employer contacts.