

4 Year Career Development Plan

The 21st century work force is more competitive than ever. College graduates need to demonstrate transferable skills and leadership abilities that enable them to contribute to a dynamic, global work environment. Employers expect recent graduates to present relevant practical work experiences. LMU students gain experience and skills through part-time jobs, internships, community service and campus involvement.

The 4-year career development plan can assist LMU students in combining their curricular and co-curricular experiences to form an individualized career development plan. Students are encouraged to take full advantage of all that LMU and Career Development Services (CDS) have to offer in order to take their first steps toward achieving career success!

First Year Students (Discover)

▪ **Campus resources**

- Connect with
 - First Year Experience (FYE)
 - Student Employment Services (SES)
 - Center for Service and Action (CSA)
 - Ethnic and Intercultural Services (EIS)
 - Career Development Services (CDS)
 - Faculty, Academic Advisor, and Administrators
 - Student Leaders such as ASLMU, Resident Advisor and etc.
- Log on to ManeGate at <http://manegate.lmu.edu>

▪ **Majors and Career Options**

- Attend the CDS Kick Off. Get to know CDS staff, resources and services.
- Drop in to Career Development Services (CDS). Career Counselors are available by appointment or on a drop-in basis daily from 1-4pm.
- Consult with your Academic Advisor. Consider registering for the Career Development Strategies Course (LIBA250).

▪ **Work Opportunities**

- Join over 2,600 LMU students who work 10-20 hours per week at a job on campus.
 - Attend a Student Employment Orientation Workshop during New Student Orientation (June).
 - Attend the Student Employment Job Fair to find a part-time job (August).
 - Register on to LionJobs at <http://lionjobs.lmu.edu/students> to discover part and full time jobs, internships, and names of employers by industry.
- Consider the benefits of doing an Internship.
- Get your resume critiqued by a Career Counselor

▪ **Student clubs or organizations to join**

- Attend Clubfest during LMU Connect
- Log on to <http://aslm.lmu.edu> to discover clubs and organizations at LMU

▪ ***Serving to make a difference***

- Join a student service group and connect with friends to make a difference. Log on to Center for Service and Action at <http://lmu.edu/csa> to discover over 350 non-profit agencies looking for volunteers like you!
- Use your work-study award to be a Reading/Math tutor by joining the Lions for Learning program, or at an LMU Partner non-profit agency. Get more information in Student Employment Services.
- Attend the LMU Community Service Fair (September).

▪ ***Balance in your life as a Student***

- Attend the First Year Student Retreat sponsored by Campus Ministry.
- Consider the benefits of a mentor
- Utilize your gym membership and take advantage of all the services provided by Campus Recreation

Sophomore (Explore)

▪ ***Your Interests, Skills and Values***

- Take career assessments such as the Strong Interest Inventory or Myers-Briggs Type Indicators available through CDS.
- Develop leadership skills that employers are looking for in top candidates. Attend the Workshop in Professional Excellence Conference offered by Student Employment Services.
- If not working part-time, find a job on/off campus and work 10-20 hours/week to gain work place skills. Expand your responsibilities at your existing job.
- Log on to LionJobs to find an on/off campus part-time job.

▪ ***Major and Career Connections***

- Meet with a Career Counselor. Call CDS at 310-338-2871 to make an appointment.
- Use the CDS computer lab and career library to find career resources in your major.
- Explore opportunities to assist with faculty research projects.
- Meet with your Academic Advisor to identify courses that will enhance your professional development.
- Start, update or get feedback on your resume. Incorporate skills, experiences and accomplishments during your first two years at LMU.
- Upload your resume on to LionJobs to receive an on-line resume critique.
- Log on to CDS at <http://www.lmu.edu/careers> to answer "What can I do with a major in...?"

▪ ***Intercultural Opportunities***

- Learn about Study Abroad options for your Junior Year at LMU.
- Participate in events offered by Ethnic and Intercultural Services and the Office of International Students and Scholars (EIS & OISS).

- Consider an Alternative Break program through the Center for Services and Action (CSA).
- Log on to Center for Global Education at <http://www.lmu.edu/globaled> to learn about international educational opportunities that fosters cross-cultural awareness, cooperation and understanding.
- **Your Network**
 - Join an LMU student professional association on campus.
 - Attend a Career Connections Job and Internship Fair and talk with employers.
 - Make an appointment with an Internship Specialist to learn how you can:
 - Conduct informational interviews with experienced professionals and alumni.
 - Spend a day job shadowing with LMU alumni and experienced professionals.
 - Find an on-line Professional Network through LionJobs.
- **Additional Resources at LMU**
 - Center for Global Education.
 - Internship Program through Career Development Services (CDS).

Junior (Focus On)

- **Gaining Experience**
 - Intern. Complete an Internship Agreement with CDS.
 - Study Abroad.
 - Participate in On Campus Recruiting to secure a senior year internship.
 - Continue work and community service activities.
- **Your Professional Network**
 - Start and maintain a formal mentoring relationship with a professional.
 - Reintroduce yourself to prospective employers at the Career Connections Job and Internship fairs.
 - Request Letters of Reference from faculty, staff and supervisors. Make time to talk with them about your career interests.
- **Your Goals**
 - Meet with a Career Counselor to
 - Prepare a job search plan for your senior year.
 - Develop interviewing skills by participating in a taped, Mock Interview.
 - Update your resume and develop a cover letter.
 - Contemplate living a balanced life. Learn about Campus Recreation's Balanced Life programs.
- **Options and Opportunities**
 - Consider Graduate School. Attend the CDS Graduate School Fair to meet admissions representatives from over 80 graduate programs.
 - Consider Post-Graduate Service Options. Attend the Education & Non for Profit Fair

- Attend Employer Information Sessions to learn about potential employers, corporate culture and career-track employment opportunities.
- **Acquiring Transferable Skills**
 - Pursue campus leadership opportunities to develop your skills and interests.
- **Additional Resources at LMU**
 - Student Leadership and Development
 - Burns Recreation Center
 - Graduate Admissions Office at LMU
 - Campus Ministry
 - Center for Global Education

Senior Year (Succeed in)

- **Transitioning to Professional Life**
 - Attend a Business Etiquette Dinner sponsored by CDS.
 - Attend Reality Check! Young Alumni Panel.
- **Finding Prospective Employers that Fit with Your Interests and Values**
 - Attend Employer Information Sessions.
 - Visit Employer Information Tables (on Herrean Plaza).
 - Use CareerSearch to find hidden employers and jobs.
 - Increase networking with former employers, faculty, administrators, family, friends and classmates and members of professional associations.
 - Thinking of Relocating? Contact CDS to request reciprocal career services with other colleges and universities across the United States of America.
- **Interviewing for Jobs and Graduate Programs**
 - Participate in a taped Mock Interview offered by CDS.
 - Log on to LionJobs to register for On Campus Interviews.
- **Implementing Your Job Search Plan**
 - Work with a Career Counselor to
 - Create an individualized post-graduation plan.
 - Improve your resume/cover letter.
 - Attend Career Fairs on and off campus.
 - Investigate salary trends and cost-of-living indexes.
- **Making Choices**
 - Decide if you will be attending Graduate School immediately after graduation.
 - Prepare and complete application and financial aid materials.
 - Consider Post-Graduate Service.
 - Attend the Post-Graduate Service Program sponsored by CSA.
 - Apply for Prestigious International and National Fellowships by contacting LMU's National and International Scholarship Office (NISO).
- Log on to National and International Scholarship Office at <http://lmu.edu/beyondlmu>.

- **Additional LMU Resources**
 - LMU's Graduate Admissions Office.
 - Center for Service and Action.

Alumni (ReConnect)

- **With Career Development Services**
 - Career services are free for one year after graduation. Most services remain free thereafter with Career Counseling appointments available for a small annual fee.
 - Complete a Graduate Survey and let us know where you are working or attending graduate school.
 - List a job or internship on LionJobs and hire a Lion!
- **With the Office of Alumni Relations**
 - Become part of the on-line alumni community.
 - Participate in Alumni for Others activities and other regional alumni events.
 - Watch for your first delivery of Vistas magazine.
 - Attend Homecoming, Alumni Barbeque and other campus-wide events.
- Use LionJobs to network with other professionals and LMU students or to list jobs/internships at <http://lionjobs.lmu.edu/employers>.
- Join LMU's on-line Alumni Community at <http://lmu.edu/alumni>.

Career Development Services
University Hall; Suite 1300
310-338-2871
<http://www.lmu.edu/careers>
<http://lionjobs.lmu.edu/students>