



Less Stress AND Career Success!

First and Sophomore Years:

- Start thinking about your skills, values, and interests. Meet in-person with a career counselor in Career Services for help in collecting your thoughts and identifying your interests.
- Register** with Career Services online at our webpage to receive email announcements related to your interests (note: you can change the categories you select whenever you want to).
- Attend **Living the Liberal Arts** programs to check out various disciplines as potential majors.
 - Meet with alumni panelists who return to campus to discuss their career trajectories since graduation.
- Begin reading about work that intrigues you in the Research section of our webpage or in the Career Services resource center and computer lab, where you'll find books on film, advertising, business, medicine, and much more.
- Run your own customized list of Career Advisors (alumni & parents who have volunteered to advise you) in our online **Career Network** database (ask someone in Career Services for the password and user guidelines). Meet with Career Advisors over breaks to learn about their work and get leads for summer positions.
- Apply for the **Job Shadowing Program** to spend a day in the workplace with an alumna/us.
- Develop and test out your skills by working with campus clubs and organizations (e.g., if you think that you might be curious about journalism, start helping out at the *Skidmore News*; if you might be interested in finance, volunteer at the Skidmore Student Credit Union).
- Browse through the **internship listings** in our online internship databases for local, national and international listings (note, lots of internships are paid!). Stop into Career Services to have a career counselor show you the best databases for your interests and, while you're at it, take a look at all the internship books in our resource center.
- Meet with a career counselor to discuss strategies for uncovering other internship leads.
- Review the **Resume and Cover Letter Writing Guide** (which you can pick up, free, in Career Services). Keep detailed descriptions of all activities and jobs in the *Guide* for future inclusion on your resume as you constantly update it.
- Put together a draft of your resume. Seek help from a career counselor until you are happy with your resume.
- Research the academic requirements for professions of interest and work with **academic advisors** to make sure you're taking the best courses.

Junior Year:

- Take courses and choose projects that will expand knowledge and skills related to your field(s) of interest. Consider coursework outside your major that will enhance your marketability (e.g., if you are a Sociology major with an interest in banking, take some economics and business courses).
- Revisit the **Career Network** to see if there are any new volunteers to network with and nurture the relationships you established previously.
- Shadow another alumna/us through the **Job Shadowing Program**. Arrange additional shadowing opportunities on your own with Career Advisors.
- Do at least one more internship related to your field(s) of interest.
 - It doesn't matter whether you do internships for credit or not, whether you get paid or not—employers just want to see some practical application of the skills you're learning; this is often true of graduate and professional schools, too.
 - These experiences can be pursued even if you're studying abroad.
 - You may be able to substitute a responsible club position for an internship (speak with one of

the career counselors if you're not sure).

- Start thinking about soliciting references from professors and employers. Schedule appointments to meet with them to confirm their willingness/ability to provide positive references for you.
- Identify **professional associations** affiliated with your area(s) of interest. This can be done by using the *Encyclopedia of Associations* (found in the Lucy Scribner Library) or by doing a search on the web. When you find an association that provides useful career-related services to members (such as career literature, conferences, newsletters, job listings, and membership directories), join as a student member. Besides all the benefits of membership, this looks great on your resume!
- Rework and update your resume.
- Think you're interested in applying to **graduate school**? Pick up graduate admissions test application booklets in Career Services and begin to research financial aid information (scholarships & grants) in the *Graduate School* section of our webpage or books in our resource center.

Summer after Junior Year (note: Career Services is open for business every summer):

- Wrap up your research of career fields and organizations of interest.
- Get in one more professional experience to test the direction you're heading (does it seem appealing to pursue for the first year or two after graduation?). Speak with a career counselor if you're not sure.
- Rework and update your resume (again).
- Start compiling a list of networking contacts (Career Advisors, faculty, family & friends) to approach for help with your job search.
- Compile information about potential graduate programs and request graduate school applications.

Senior Year (beginning in September):

- Apply for opportunities of interest through Career Services' online recruiting program—**InterviewTRAK**, found in **MonsterTRAK**.
 - Don't panic if you're not interested in any of the recruiters—they represent only a small portion of the employment picture you can tap through Career Services.
- Check out the off-campus recruiting programs, such as the **ECCD** and **CIC** events held in major cities throughout the country, to see if you'd like to apply for any interviews.
- Check Skidmore's job listing database in **MonsterTRAK**, and other online databases, such as **LACN**, or links in our **Jobs by Field** collections regularly for job leads.
- Check job leads in the **job newsletters and bulletins** to which Career Services subscribes.
- Network with **Career Advisors** as well as faculty, friends, family and former employers.
- If you haven't already done so, join a relevant **professional association** at the reduced student membership fee to gain access to more networking opportunities as well as job leads and continuing education.
- Meet with a career counselor to develop an **individualized job search plan** (*this is important*).
- Take graduate school entrance exams and complete graduate school applications.

Post-Graduation (note: we continue to provide services to alumni for life):

- Complete a **Senior Survey** or **Alumni Survey** in Career Services or at our webpage to let us know where you're employed or which graduate school program you'll be attending.
- Sign up to receive our e-mailed **CareerPlans jobs bulletin**.
- You can continue to work with career counselors whether you're in Saratoga Springs or not. We offer in-person, phone, and email advising.
- Once employed, close the circle:
 - become a Career Advisor yourself, and
 - share internship and job leads with Career Services.