



Career and Internship Services

Four-Year Career Planner

Each year in college, you can take steps that will make deciding upon a career and finding a job a little easier and more focused. Our goal is to help you build the skills for lifetime career satisfaction.

Remember, “wherever you’re going, we’ll help you get there!”

Freshman Year

- Your first priority is to adjust to campus life by learning how to balance academic requirements with campus activities, and connect with advisors and faculty in areas that interest you.
- Familiarize yourself with Career and Internship Services programs and resources at: www.dominican.edu/careerservices.
- Explore interesting majors at “What Can I do with this Major?” on the Career Services website.
- Attend the Majors Fair in fall to learn more about Dominican’s majors and minors.
- **Identify and clarify your interests, skills, and values to understand how to find a good career fit.** Assess your interests by meeting with a career counselor for individual career counseling.
- Explore and research career and occupational information at the following websites: www.bls.gov/oco, www.onetcenter.org, or www.collegegrad.com.
- Talk to friends, family, and acquaintances about interesting places to work and jobs they may hold. Pick up an *Informational Interviewing* handout at the Career Services office.
- Become involved in on-campus activities and organizations to gain leadership experience. Consider an on-campus or part-time job to develop workplace skills.
- Volunteer for community service.

After Freshman Year

Obtain work experience through a summer job, internship, or volunteer position. Or, travel and learn about other cultures and languages. Develop maturity and the ability to communicate with a variety of people.

Sophomore Year

- Declare a major if you have not yet done so. Reflect on what courses you have really enjoyed and the related career opportunities.
- Career Services provides information on many career topics in handouts and on the website.
- Learn more about your field of interest by contacting alumni in your field to request an informational interview at <http://alumni.dominican.edu>.
- Attend a Resume Writing workshop for assistance in preparing your resume. Bring to a career counselor for review.
- Attend internship and career fairs to meet with employers and gain occupational information and contacts.
- Familiarize yourself with a wide range of recommended career information websites. Visit Career/Internship Services for a list of recommended website links and handouts.
- Identify organizations and associations in your area of interest for internship possibilities, informational interviews, and career information.
- Continue to be involved in campus and community activities in leadership positions.
- Consider junior year abroad or plan for an internship or summer job related to your major or area of interest.

After Sophomore Year

Seek a summer job or internship. Develop job-related skills, workplace maturity and knowledge. Build good references and develop professional contacts.

Junior Year

- Register for an internship to acquire work experience in your field.
- Attend Graduate School Information Session to gather information on graduate school entrance and other information.
- Connect with employers at campus Career/Internship Fairs to explore career opportunities.
- Attend Job Search and Interviewing Skills workshops. Practice mock interviewing with a career counselor.
- Conduct 3 to 5 informational interviews with professionals in the field and shadow them in their jobs if possible. Network, network, and network!
- Research potential employers and meet and talk to people who work there.
- Join at least one professional organization to make contacts with people in your field.
- Update your resume, if needed.

After Junior Year

Get an internship or summer job in your chosen field. Continue to develop workplace skills. Inventory your knowledge, strengths, and skills to include in your targeted resume. Consider graduate school.

Senior Year

- Register for an internship if you have not already done so, or complete an additional internship to further round out your experience.
- Attend “Job Search Seminar” – a must for all seniors!
- Attend career fairs to meet with employers recruiting on campus.
- Visit the career services office to have your updated resume critiqued and get some ideas and tips for the job search or graduate school information.
- Obtain faculty letters of recommendation, if needed.
- Develop a potential employer list with contact names and addresses to contact for career and job information.
- Check job listings on the Career Services website, in binders, and on the internet.
- Research salaries in your field and the companies that interest you.
- Read publications about your major and field of interest on a regular basis.
- Continue to network, network, and network!
- Contact alumni in your field of interest for career information/contacts at <http://alumni.dominican.edu>.
- Apply for jobs and/or complete graduate school applications.
- Consider your offers in relation to your career objectives. Discuss with your career and faculty advisors.
- Celebrate!

After Senior Year

Congratulations! You are ready to begin work in your chosen field or attend graduate school. Balance career goals and life interests. Meet with a career counselor for future assistance in managing your career.

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Career and Internship Services
Campus and Community Resource Center
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