

FIRST YEARS

Unsure about the direction of your academic program? Completely uncertain about your choice of major?

- Talk with your faculty advisor, other faculty members and a career advisor.
- Begin taking classes that fulfill academic requirements.
- Take a “fun” class; something that interests you and to which you have had little exposure.
- Utilize the library resources at Career Services to read more about career opportunities consistent with your academic interests.
- Complete self-assessment tools (i.e. Self-Directed Search, Campbell Skills & Interest Inventory, Myers-Briggs Type Indicator) to help you determine your interests, skills, and values.
- Get involved in extracurricular activities that interest you!
- Pursue summer jobs or volunteer opportunities related to your interests.
- Attend career-related workshops on campus.

SOPHOMORES

This is the year you are required to declare your major. Your major will not determine what you do the rest of your life. Take some time to explore academic and career options available to you. Make your own decision. Parents and friends may have good advice, but they don't have to take the classes.

- Schedule an appointment with a career advisor to discuss connections between your major and the world or work.
- If you are having difficulty deciding on your major, talk with faculty member(s) within departments that interest you.
- Assess your interests, skills, and values. Several self-assessment tools are available.
- Pick up the brochure “Choosing a Major” in Career Services.
- Begin talking with people about their careers, their backgrounds, and the rewards and challenges of their jobs.
- Obtain a list of alumni from the Scots Career Network to speak with regarding choice of major or career fields.
- Explore off-campus study and research opportunities.
- Enhance your leadership skills.
- Pursue summer jobs, internships or volunteer opportunities related to your career interests.

JUNIORS

Begin the career planning process before your senior year. The balancing act between I.S. and the job/graduate school search is only one reason to begin now.

- Schedule an appointment with a career advisor to prepare for your senior year.
- Talk with faculty advisors, mentors, alumni, and peers about your career or graduate school plans.
- Develop a network of people who can help you in your career planning. Consider using Scots Career Network as means of contacting Wooster Alumni who have volunteered to assist students with this process.
- Do some research on careers that interest you and check out materials in the Career Library.
- Attend a Junior Orientation Seminar.
- Write a draft of your resume. Have your resume proofread by a career advisor and at least two other people. Resumes take longer than you may expect; give yourself time to produce an excellent final copy.
- Begin cultivating relationships with at least three potential references (employers and professors).
- Pursue internships related to your career interests in order to gain relevant skills.

SENIORS

Manage the career planning process throughout your senior year. Creatively utilize your time to work on your I.S. and your job or graduate school applications.

- Attend a Senior Orientation Workshop. This workshop is required for all seniors who wish to participate in recruiting activities.
- Schedule an appointment with a career advisor in early fall.
- Refine your resume and cover letters with the help of a career advisor.
- If interested in graduate school, choose which programs you are applying to and send applications in early.
- Talk with faculty advisors or mentors about your career or graduate school plans.
- Identify potential employers and job vacancies.
- Meet with a career advisor for a videotaped mock interview to help you polish your interviewing skills.
- Contact alumni involved in the Scots Career Network who are willing to help you with your job search.
- Take advantage of on-campus interviewing, information sessions, and job fairs.

CONSIDERING GRADUATE SCHOOL?

Identify and write to graduate schools for applications, program details, and fellowship/assistantship information.

Plan to register early for the appropriate graduate school entrance exam (i.e. GRE, LSAT, MCAT, VCAT, GMAT, etc.)

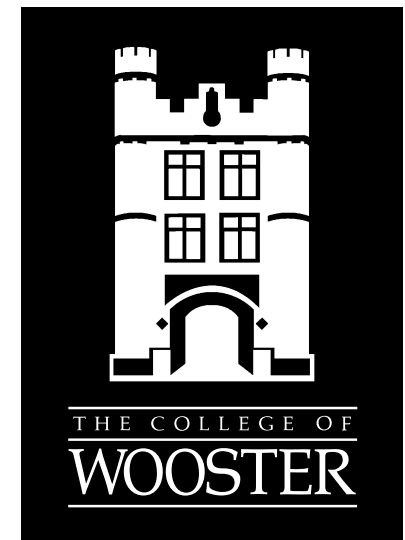
CAREER SERVICES HANDOUTS

- How to Choose a Major
- Applying to Graduate School
- Interviewing Guide
- Scots Career Network
- Student Guide to Career Services
- Resume Guide?????????
- Guide to Internships

CAREER SERVICES
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