### Freshman Year

- Join a club or student organization.
- Visit the Office of Career Services and learn how to use Jobs4Govs to search for jobs and internships.
- Think about a part-time job or volunteer experience after the first semester/ year.
- Explore **What Can I Do With This Major** to connect your major to possible career paths via apsu.edu/careers/resources.
- Take the Career Finder quiz under the Resources tab in your Jobs4Govs account.
- Begin your first resume. The Office of Career Services offers resume examples, as well as workshops each semester.
- Use the Office of Career Services workshops and information sessions to explore your interests and values as they relate to possible career paths.
- Get to know your academic advisor and faculty in your department. If you are undeclared, meet some of the faculty who teach your general education classes.
-Begin working on your interview skills. The Office of Career Services has an online program called Ready Prep Interview readyprepinterview.com that you can use to assist with your growth.

### Sophomore Year

- Have the Office of Career Services review your resume.
- Join professional organizations relevant to your chosen career.
- Schedule a practice mock interview with Career Services.
- Begin building a network of colleagues, faculty and prospective employers.
- Seek leadership positions in clubs, organizations or student government.
- Find international jobs, internships, expert advice and visa requirements for work abroad via GoinGlobal available in Job4Govs.
- If you are undecided, think about majors that complement your “general” career goals. Setup an appointment with a career advisor and then follow up with your academic advisor.
- Plan a summer internship or job to gain professional experience. Use Internships.com to search for opportunities. Internship workshops are offered each semester.
- Continue to explore your interests, skills and values by attending employer information sessions on campus. If you’re still undecided, consider scheduling a Career Services appointment to complete a career assessment to determine your interests, skills, and values.

### Junior Year

- Secure informational interviews, job shadowing and/or internship/co-op experiences.
- Seek additional leadership positions in clubs and organizations.
- Develop and nurture mentor relationships with faculty and business leaders. Seek out research and hands-on opportunities across campus.
- Research graduate or professional schools and schedule admissions tests.
- Update your resume and student profile information in Jobs4Govs. Submit your resume to careerservices@apsu.edu for review.
- Establish goals for summer internships that include focusing on specialty areas in your chosen field.
- Use **What Can I Do With this Major** to determine specialized areas in your chosen field and search for industry contacts via LinkedIn and CareerShift in Jobs4Govs.

### Senior Year

- Take graduate admissions tests.
- Update your resume and make sure it is uploaded in Jobs4Govs.
- Attend Graduate and Professional School Fairs and Career Fairs relevant to your interests.
- Submit applications for graduate and professional schools in the fall of your fourth year.
- Research company information on Jobs4Govs or Glassdoor.com.
- Interview, interview, interview ... and tell the Office of Career Services when you accept a position!
- Complete the **First Destination Survey** under Surveys in your OneStop account two weeks prior to graduation.
- Strengthen relationships with your advisors, faculty and mentors to establish references and recommendations.
- Celebrate, because the real work begins now!