First Year

- Explore the Career Services homepage for career events, announcements, etc., on a regular basis.
- Secure an on or off-campus part-time job through the job board to explore your interests, develop new skills and help with miscellaneous expenses. Registration information can be obtained through the Career Services office.
- Visit the Career Services Library (CRL) to research careers and/or industries related to your major.
- Build positive relationships with professors who can help guide your skills and interests.
- Assess your interests, values, skills, and personality. Develop a preliminary list of career titles that suit your self-description.
- Meet with a career counselor to discuss a career action plan. Schedule an appointment by emailing careerservices@cca.edu.
- Research and secure a job or volunteer opportunity for the summer that will allow you to gain insight and relevant experience in a career field that you are considering. Check out summer job listings on the job board.

Second Year

- Review the list from your first year and complete any unfinished activities.
- Continue developing your skills with your current part-time job or find other part-time employment for the academic year.
- Meet with a Career Services counselor to begin to explore options for your first internship experience. Schedule an appointment by emailing careerservices@cca.edu.
- Begin Informational Interviewing with people you know such as family friends, friends of friends, and faculty contacts. See our handout on informational interviewing.
- Develop your basic resume. See our handout on Resume Writing basics.
- Plan your summer wisely. Use the job board and the Center for Art and Public Life to find meaningful summer job or internship experiences.
- Write the answers to the following key questions and place them in your career file: What have I learned about careers that interest me? What have I liked? What have I disliked? What should I do next?
- Begin to search for an Internship that will help you gain experience in your field of study.
CAREER GUIDE BY YEAR
Steps Toward a Successful Career

Third Year

• Consult with a faculty member to begin a portfolio of your work.
• Write a professional resume. Use the PDFs available through the Career Services website or use the resources in the Career Resource office to get you started. Have a career counselor critique your resume.
• Attend the annual Career Expo in the Spring. See details on the Events page in the Career Services website: cca.edu/students/events
• If you haven't already, register with the job board to obtain current information on job searches and listings.
• Establish contacts and keep a record of references. Network! Network! Network! See handout on Networking.
• Identify professors and employers to use as potential sources for letters of recommendation.
• Interview 2 people in the your field of interest.
• Be sure to get an internship this year. Meet with a career counselor, your faculty internship contact or check out the Career Services resources to find internships that interest you. Fine Arts students can register for the internship course under Fine Arts electives.
• Utilize the CRL, the career books in the library, and our website to find out about job outlooks, salary, skill and educational requirements, and geographic-specific information on careers of interest to you.
• Set up a job shadowing experience with someone in your field, based on contacts made from initial informational interviews. Keep expanding your network.
• Considering taking the Fine Arts Professional Practice Course to develop business acumen as an artist. Other majors should plan on taking professional development workshops available by department or Career Services.

Fourth Year

• Commit yourself to a thorough job search. Revisit your action plan and meet with a career counselor.
• Use the handouts in the CRL to read sample resumes and cover letters, identify potential employers, and learn successful interviewing techniques.
• Update your resume to include your internship and leadership experiences. Have your resume critiqued by a career counselor and/or faculty member.
• Compile your references through your faculty and professional contacts.
• Sharpen your interviewing skills by attending an interview skills workshop and participating in a mock interview session.
• Purchase or locate professional attire for interviews. Consult the resources in the CRL to ensure you have appropriate interview attire.
• Apply for jobs at least 3-6 months before graduation.
• Field and evaluate offers of employment or graduate school admission. Consult with career counselors and faculty as you sort through the offers and finalize your decision.

TIPS

Dig in to your 4 Years!

Create an academic plan with your advisor

Join a club and take on a leadership role

Volunteer: contact the Center for Art and Public Life at www.cca.edu/center

Declare your major and keep up on the changes in your requirements

Develop good relationships with professors; identify potential sources for letters of recommendation

Consider studying abroad: www.cca.edu/academics/abroad

If you are thinking about graduate school, take the GRE, GMAT, or any other admissions tests required

Apply for graduation at least two semesters before your expected graduation date