



WEST VIRGINIA STATE UNIVERSITY

The Four Year Career Planning Guide

This outline is intended to help you in your career planning. Review the suggestions below and then develop your own career path that will help you make the most of your academic, personal and career growth!

Remember that you should begin your career planning early (during freshman year!) and visit the Office of Career Services often to best prepare yourself for a great career after graduation!

Senior Year – Job Search and Graduate School Search

- Begin job search and/or graduate school application process.
- Schedule an appointment with the career counselor to refine your resume and discuss job search strategies.
- Take entrance exams for graduate or professional school early on in Senior year and complete applications (be aware of deadlines!).
- Use social media outlets to network professionally with potential employers and maintain your online professional brand.
- Develop interviewing skills by practicing with a career counselor.
- Continue to attend job fairs and other career related programs; check Jobweb for career openings.
- Continue to participate and gain leadership experience through part-time positions, volunteer opportunities, professional associations and student/community organizations.
- Complete an internship or co-op experience in your proposed field.
- Network both online and face to face with family, friends, faculty, campus personnel, acquaintances, past employers, and potential employers.
- Talk with individuals (professors, current or previous employers, mentors) who will serve as your references and give them a copy of your resume.
- Research potential employers and review literature from businesses, school districts, and government agencies.
- Apply and interview for positions.

In addition to the steps outlined above, there are a handful of things you should be completing each year:

- Continually update your resume.
- Contact the Office of Career Services to discuss your long-term and short-term career and academic goals.
- Meet with your academic advisor to review your academic program.
- Strive to gain and maintain the strongest GPA possible.
- Gain as much knowledge as you can about your areas of interest through contacts, mentoring, work experience and volunteer opportunities.
- Develop and maintain positive relationships with your professors, employers, staff and administrators.