

# Career Strategies Timeline

The Pomerantz Career Center has developed the following list of activities as guidelines to prepare yourself throughout your college years for life after graduation.

## FIRST YEAR

- Visit the Pomerantz Career Center and our website at [www.careers.uiowa.edu](http://www.careers.uiowa.edu) and learn how to use the services.
- Meet with a career advisor to help clarify career interests and options.
- Learn about the assessments offered to identify interests and explore career goals.
- Identify your main areas of interest (hobbies, school subjects, etc.) and what careers they relate to.
- Locate at least two student organizations to join that will help explore and define your career goals.
- Participate in volunteer opportunities that can add to your skill sets.
- Determine the values that are important to you in a career (prestige, flexibility, challenge, etc.)
- Identify your three strongest talents or skills (academic and personal).
- Attend at least one Career Fair to find out more about prospective careers.

## SOPHOMORE YEAR

- Learn about the Pearson Library and other reference materials available at the Pomerantz Career Center.
- Visit your academic advisor to discuss UI courses that you could take to help you gain additional skills (ex: computer courses, career exploration classes)
- Understand how to conduct an informational interview and participate in at least two.
- Create your first resume
- Explore all and participate in at least two of the following:
  - Internship
  - Part-time work
  - Externship or job shadowing
  - Volunteer work/service learning
  - Summer employment
  - Study abroad or international volunteer experience
  - Choose your major
  - Attend one of the spring or fall Career Fairs to identify and apply for summer internships opportunities.

## JUNIOR YEAR

- Make a tentative career goal and a list of alternative career options.
- Develop a strategic plan to achieve your career goals.
- Visit your career advisor and academic advisor to coordinate guidance and planning.
- Start to evaluate graduate and professional programs if needed.
- Complete an Employment EXPO activation session and learn how to search for internships and sign up for on-campus interviews.
- Update and polish your resume – is it career specific?
- Write a sample cover letter and have it reviewed.
- Engage in a mock interview.
- Conduct an internship search and participate in at least one internship during this year.
- Have your internship noted on your UI transcript.
- Attend appropriate Career Fairs (both fall and spring) to identify and apply for internships.

## SENIOR YEAR

- Create an individualized job search plan.
- Meet with someone at the Pomerantz Career Center to brainstorm job search strategies.
- Search the web for jobs and employer information – know how to perform company research.
- Come to the career center for resume, cover letter, and interview critiquing services.
- Build upon your existing resume by making it job specific.
- Talk with individuals (professor, former employer, and mentor) who will serve as your references and give them a copy of your resume.
- Polish your interview skills –be able to articulate short and long term goals.
- Consider doing a second internship as a way of transitioning into the world of work.

Make sure and register your first job after graduation by going to:  
<http://www.careers.uiowa.edu>