

Career Action Plan *for First-Year Students*

The Career Development Center offers the following tips to help you adjust to university life, discover opportunities that our campus offers, and explore your path to career success:

- **Visit CDC!** Check out the online resources available at www.clarion.edu/career or visit us in person in 114 Egbert Hall. Questions? Call 814-393-2323 or email careers@clarion.edu.
- **Get Connected!** Find part-time jobs (on and off campus) and career events; explore internships and jobs related to your major; and learn about employers and more by completing your career profile Career Connections at <http://www.clarion.edu/careerconnections>.
- **Like Us on Facebook!** www.facebook.com/CUcareers
- **Get involved!** Stop by Activities Day to learn about recognized student organizations (RSO's) that match your social and career interests. For a complete RSO listing, visit CUConnect.
- **Volunteer!** Whether you live on campus, off-campus or at home, get involved in your community to meet new people, and develop interpersonal and social skills...two skills which are valued by employers!
- **Expand your experiences!** Employers consistently rank "on-the-job experience" as a top qualification that new college graduates should possess. Gain practical experience through part-time work, internships, and student employment programs. Information is available at: <http://www.clarion.edu/10314/>.
- **Attend a career fair!** CDC hosts several career and job fair events where you can connect with employers/agencies that offer volunteer, internship, summer job, or employment opportunities. Don't wait until your senior year!
- **Create a resumé draft!** Visit our resume writing site at <http://www.clarion.edu/resumes> to learn how to create a rough draft. Submit your document to resumes@clarion.edu for feedback.
- **Build your portfolio!** Start saving samples of your course-related documents and special projects to be prepared for your internship or job search.
- **Investigate!** Use online, print, and people resources to research occupations and companies that interest you. Check out our resources at <http://www.clarion.edu/55919/>
- **Stay current with campus information and events.** The Clarion Call, WCUB-TV (Channel 19), WCUC-FM 91.7, Newswire, MTVU, CUConnect and Eagle Mail can keep you informed.
- **Polish your skills!** Tips on study, note-taking, time management, and test-taking skills are available at: <http://www.clarion.edu/1014/>.
- **Meet your academic advisor!** Stay informed about what's happening in your major's department, get guidance on registering for classes, and get help with navigating your academic program.
- **Explore/Declare a major:**
 - Visit the Majors and Careers web page at <http://www.clarion.edu/9224/>.
 - Visit the University Advising Services Center at www.clarion.edu/1043/.