During your 4 years of undergrad, you should be working on improving skills that will help you with your future career.

- In addition to your earned degree, employers are interested in your skills and work experience.
- Use your time in college to apply for part time jobs that will help you get experience in your field of interest.
- Employers are looking for workers who show qualities of a leader and works well as a team player!
- Take advantage of these four years to strengthen your professional skills, work ethic, social skills, etc. so that you can have a successful career!

**FRESHMAN YEAR**

- Enroll in University Studies.
  - Utilize the Focus2Career program for career research and personal assessments

- Register with the Office of Career Services to be included in our computerized platform, Handshake. (www.nicholls.joinhandshake.com)
  - Visit the Office of Career Services and learn as much as possible about your career choice.

- Meet and develop relationships with campus faculty, advisors and administrators.
  - These are the people who can mentor you with career information
  - They can also be used as references in your future job searches.

- Get involved and work on different skills to help you stand out to future employers:
  - Develop and enhance your computer skills.
  - Work on your study skills.
  - Join student organizations and clubs that are of interest to you.
  - Volunteer for community service.
  - Begin to develop a resume. Investigate part-time and summer jobs related to your field of study to help with experience.

- Attend Career Day and other career seminars.
  - It is never too early to start thinking about your future and where you would like to work.
  - Ask informed questions to find out who hires within your field of study and network with recruiters
  - Remember that you are meeting potential future employers.
  - Dress appropriately – first impressions count.

- Meet with your advisor to discuss and plan your schedule for next semester.
  - Choose courses with the help of an advisor
  - Use elective courses to help explore your career interests. You may discover a new path.
  - Review your Freshman Reflection Piece

- Meet with Career Services staff for individual guidance.
  - Discuss your career options
  - Discuss part-time jobs that can help to build your experience
SOPHOMORE YEAR

- Meet with your assigned advisor in your academic program
  - Get to know your advisor – this person may assist you the most in the next few years of your life.
  - Lay out your long-range plans
  - Discuss your personal ideas of how you will ensure your success
  - Develop a semester-by-semester schedule of courses
  - Write and reflect on your Sophomore Reflection Piece

- If you have not already done so, register with the Office of Career Services to be included in our platform, Handshake. (www.nicholls.joinhandshake.com)
  - Visit the Office of Career Services and learn as much as possible about your career choice.
  - Post your resume to your account.
  - Visit your account as often as possible to learn about the type of jobs that are available to students in your chosen field of study.

- Take advantage of getting experience and improving yourself so that you stand out to future employers.
  - Consider becoming a tutor.
  - Check into unpaid internships or volunteer positions in your career field that will help to build your work experience and contacts.
  - Pursue another summer job in your field of interest.
  - Begin developing leadership skills.

- Update your resume.
  - Add new organizations and clubs that you have joined and honors that you have received.
  - Emphasize your part-time and summer jobs

- Attend Career Day
  - Are you looking for an internship or a part-time job?
  - It is never too early to meet the recruiters from the companies that are hiring in your field.
  - Come prepared with a resume and dressed in proper attire.
  - Remember this is the employers’ first impression of you! Stand out!

- Attend other career-related workshops and programs throughout the year
  - Mock Interviews
  - On-Campus Interviews
  - Etiquette Dinner

- Continue developing relationships with faculty and other mentors.
  - This will help if and when you’ll need letters of recommendation for graduate/professional school and future jobs.
Investigate several job options in your field of study.

Search for graduate/professional schools that excel in the programs that you are interested in studying.

- Meet with your academic advisor to map out your strategies.
- Make sure that you are taking electives to support your major.

If you have not registered during your freshman or sophomore year, register with the Office of Career Services to be included in our platform, Handshake. (www.nicholls.joinhandshake.com)

- Visit the Office of Career Services and learn as much as possible about your career choice.
- Visit your Handshake account as often as possible to connect to employers who are looking for interns in your chosen field.

Continue to update your resume with additional honors and achievements.

- Add any new jobs or internships that you have held.

Attend Career Day

- Again, come prepared with a resume and dressed in the proper attire.
- Remember this is the employers’ first impression of you!

Attend other career-related workshops and programs throughout the year

- Mock Interviews
- On-Campus Interviews
- Etiquette Dinner

Assess the skills that you will need to be successful in your chosen career field.

- Work to develop your writing, public speaking, teamwork, critical thinking and specific technological skills.

Begin informational interviewing with companies that may be of interest to you.

- Use these opportunities to improve your interviewing skills.
- Investigate internships in your field of study.
- Continue to increase your network of contacts.
Attend Grad Expo.

If you still have not done so, register with the Office of Career Services to be included in our platform, Handshake. ([www.nicholls.joinhandshake.com](http://www.nicholls.joinhandshake.com))

Visit your Handshake account on a regular basis to explore the following services:
- List of upcoming job interviews on campus
- Job Postings Board for the latest job opportunities
- Informational library, podcasts and videos to help better prepare you for your job search

Establish a job search plan.
- Identify job search values – location, benefits, salary, opportunity, etc.
- Identify and research potential employers.

Or, develop a plan to attend graduate or professional schools.
- Visit with your academic advisor.
- Identify schools that meet your criteria
- Make sure that you have completed or on schedule to complete all the required coursework

Meet with Career Services staff for individual guidance.
- Resume and Cover Letter Critique
- Schedule a Mock Interview to practice your skills
- Help with letters of intent and grad school applications

Continue to build your list of contacts.
- Prepare a list of references. Make sure that you ask for permission from those on your list that you have included.

Look for leadership opportunities in organizations and activities of which you are a part.

If you have not completed at least one internship (paid or unpaid) in your field of interest, investigate the possibilities of one before you graduate.
- Remember that in today’s job market, employers are looking for practical experience as well as degrees earned.

Attend Career Day and other job recruitment opportunities.
- Come prepared! Do some research on the companies that are participating
- Bring your resume
- Dress to make a great first impression

Attend other career-related workshops and programs throughout the year
- Mock Interviews
- On-Campus Interviews
- Etiquette Dinner
- Dress for Success Program

Apply for positions and interview with potential employers.

Graduate! And Join your Nicholls Alumni Federation