During your 4 years as an 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 database, CollegeCentralNetwork. ([www.collegecentral.com/Nicholls](http://www.collegecentral.com/Nicholls))
  - 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 – Employers will be looking at your GPA!
  - Join student organizations and clubs that are of interest to you
  - Research **High Impact Learning Practices** that will be of benefit to you
  - Volunteer for community service
  - Take part in job shadowing opportunities
  - Begin to develop a resume. Investigate part-time and summer jobs related to your field of study to help with experience.
- Take part in the Nicholls Majors and Minors Fair
  - Consider academic minors that will enhance the versatility of your degree
- 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.
  - Examine 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 will be of great assistance to you over the next few years.
  - 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
  - Discuss minors that may enhance the marketability of your degree
  - 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 computerized database, CollegeCentralNetwork. (www.collegecentral.com/Nicholls)
  - Visit the Office of Career Services and learn as much as possible about your career choice.

- Take advantage of getting experience and improving yourself so that you stand out to future employers.
  - Consider becoming a tutor
  - Check into 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
  - Seminars/Professional Development

- 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.

- Make your academics a priority
  - Study - A strong GPA represents your work ethic as much as your job performance does.
JUNIOR YEAR

- Meet with your assigned advisor in your academic program
  - Discuss Internships
    - Can you earn course credit?
    - Ask for leads and advice on where to find an internship that will add to your academic experience.
    - Find out if there is an Internship Director in your college/department that you should meet with for more information
  - Review your Sophomore Reflection Piece to make sure that you are still on your set career path

- 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 computerized database, CollegeCentralNetwork. (www.collegecentral.com/Nicholls)
  - Visit the Office of Career Services and learn as much as possible about your career choice.

- 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
  - Seminars/Professional Development

- 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.

- Keep Studying – Employers will be looking at your grades.
SENIOR YEAR

- If you still have not done so, register with the Office of Career Services to be included in our computerized database, CollegeCentralNetwork. (www.collegecentral.com/Nicholls)

- Visit your Nicholls CollegeCentralNetwork (CCN) account on a regular basis to explore the services:
  - Upload or update your resume
  - 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.
  - Recognize your job search values – location, benefits, salary, opportunity, etc.
  - Identify and research potential employers
  - Visit the Nicholls Career Services website (www.nicholls.edu/Career) and engage the Begin Your Job Search Here page – Besides CCN, we have provided you with numerous links to sites that will assist in your job search.

- 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

- Continue to focus on maintaining a STRONG GPA

- Meet with your Academic Advisor

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

- Continue to build your list of contacts
  - Prepare a list of references. Make sure to ask for permission from those on your list that you have included.
  - Keep track of industry professionals whom you have met that may assist you in making a job connection

- 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 Grad Expo during your last semester

- 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
  - Seminars/Professional Development

- Apply for positions and interview with potential employers.

- Graduate! And Join your Nicholls Alumni Federation