

Your Four-Year Plan

(804) 289-8547 | careerservices.richmond.edu
Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-in Hours: M-F, 2 to 4 p.m.



FIRST YEAR: ADJUST TO COLLEGE

- Learn about the university and the Richmond community.
- Make connections with faculty, staff, and students and get involved on campus.
- Take a variety of classes and keep an open mind about choosing a major.
- Meet with a Career Services advisor to learn about resources and services. Begin to develop a personal plan for success and start on your resume.

SUMMER: Work; job shadow; obtain experience through volunteer activities. Study/work/volunteer abroad.

SECOND YEAR: SELECT A MAJOR

- Prepare to declare a major during spring registration considering:
 - What courses really interest you?
 - Where are you getting your best grades?
 - What can other students and faculty tell you about majors?
 - What can Career Services' resources tell you about diverse career paths?
 - What electives will make your curriculum fun, challenging, and rewarding?
- Use Career Services self-assessment tools to learn about interests, abilities, and values.
- Prepare a résumé to begin the search for a part-time job, internship, study abroad program, research project or community engagement experience and have it reviewed by Career Services.
- Create a LinkedIn profile.

SUMMER: Work; job shadow; intern; build a good work reputation; do volunteer work. Study/work/volunteer abroad.

THIRD YEAR: TRANSLATE EXPERIENCES INTO CAREER GOALS

- Choose three to five interests and relate them to career goals.
- Conduct informational interviews with professionals in fields of interest.
- Continue to gain experience through part-time jobs, internships, research projects and community engagement experiences.
- Explore graduate or professional school options; take entrance examinations.
- Use Career Services resources on résumés, interviewing and graduate school preparation

SUMMER: Gain experience in your chosen field through an internship; test out your career option(s); make plans to conduct a job search or apply to graduate school during the coming year. If interested in an international career, brush up on language and work-related skills by working, studying, or volunteering abroad.

FOURTH YEAR: IMPLEMENT YOUR GOALS

- Organize a *self-directed* job search plan.
- Refine your résumé and complete a mock interview in Career Services.
- Complete graduate or professional school applications.
- As early as possible, use Career Services' on-campus interview program through SpiderConnect
- Attend industry specific Expo events throughout the year
- Meet people in your career field using SpiderConnect and LinkedIn
- Evaluate your job search on a regular basis, and meet with a Career Services' Advisor to improve on areas you identify that need work: Are you getting the interviews you want? Does your résumé need revision? Are you still excited about your original career choice? Would you like to explore other career options? Do you have a plan, or are you conducting your job search randomly?

SUMMER: Complete the Cap and Gown Survey when you finalize your post-college plans. Remember, Career Services resources and appointments are available to you beyond graduation if you need them!