Career Development Plan

First Years

- Visit the CDO to learn about our services
- Start your resume; the CDO can help!
- Assess your interests, abilities, personality, and values
- Identify possible majors and career fields and professional associations
- Meet individually with a career counselor to learn how to find out more about careers, make decisions, and set goals as well as exploring careers
- Utilize the CDO lending library to aid in your career research
- Consider The A Day in the Life program—this pairs students with alums willing to share knowledge with students interested in learning more about particular careers.
- Take a variety of classes in areas that interest you to explore majors
- Identify and join student organizations or volunteer activities that will provide leadership opportunities, and enable you to explore interests and build skills
- Obtain relevant work experiences through GRINNELLINK internships, volunteering, part-time jobs and summer jobs
- Develop good time management, goal setting, and study habits; establish a strong GPA
- Attend the GRINNELLINK Reception each semester to meet alumni in various fields

Second Years

- Continue first year activities
- Develop relationships with contacts in your field of study
- Attend CDO presentations to learn more about resume writing, interviewing, and internships
- Conduct research and solicit information from professionals and upper-class students to finalize decision on your major
- Meet individually with a career counselor to develop short and long term goals; Learn where recent graduates are working
- Utilize the CDO lending library to aid in your career research
- Develop and enhance your skills through student organizations, volunteer opportunities, part-time employment, and GRINNELLINK internships or Grant Program internships
- Consider The A Day in the Life program—this pairs students with alums willing to share knowledge with students interested in learning more about particular careers.
- Build skills in areas of importance to employers including oral and written communication, teamwork, leadership, problem solving, and computer skills
- Update and revise your resume
- Explore study abroad, Grinnell-in-Washington, and Grinnell-in-London programs
- Maintain strong GPA

Third Years

- Continue second year activities
- Investigate scholarships or fellowships
- Seek an internship to gain experience in your field
- Learn about Credential Files through the CDO
- Utilize alumni and CDO resources to thoroughly research the employers you are considering
- Obtain information on graduate programs and admission requirements. Prepare for and take required exams for graduate school
- Continue building your network of faculty and professional contacts
- Hold a leadership position in a campus organization and serve on committees
- Polish your resume, cover letter and interview skills
- Explore community service activities and leadership
- Consider studying abroad

Seniors

- Continue third year activities
- Attend job search presentations
- Evaluate your lifestyle interests and values to determine post-graduate plans
- Buy an interview suit and leather padfolio
- Apply for jobs through the Selective Liberal Arts Consortium (SLAC)
- Participate in on-campus recruiting
- Prepare for interviews by researching companies and opportunities
- Attend job search workshops
- Meet individually with a career counselor to help you identify skills you have to offer employers, plan for your job search
- Investigate and apply for fellowships
- Have your resume and cover letter critiqued
- Meet with a career counselor on a regular basis to assess your job search strategies and to have your resume and cover letter critiqued
- Participate in mock interviews through the CDO
- Write letters of inquiry to alumni and prospective employers, send follow-up letters, and make phone calls
- Use college breaks to conduct prospective company visits
- Invest a little time each day in your job search. A productive job search may take as much time as a 3-credit hour course