

MSU MSU MUSTANGS CAREER PLAN MSU

✓ *when completed!*

FRESHMAN YEAR

- Dedicate yourself to doing well academically by actively and regularly attending classes, developing good study habits and taking advantage of [campus resources](#) designed to help you.
- Meet with your academic advisor to determine your [degree plan](#), review course descriptions and requirements for your major.
- Explore [potential career paths](#).
- Visit the [Counseling Center](#) to take career assessments to help discover your personality traits and interests as they pertain to a career.
- Meet with your College Coordinator to have your resume critiqued and to learn about services available at/through the [Career Management Center](#).
- Get involved! Join social, athletic or academic [organizations](#) to help develop “transferable” skills.
- Register with [MustangsHIRE](#) for internships, employment listings, volunteer opportunities, networking events, on-campus interviews and program updates.
- Talk with professors, mentors, family members and network with professionals in occupations that interest you.
- Attend networking career events and other programs sponsored by the [CMC](#).
- Consider a summer internship to begin acquiring work experience in an area of interest. Begin your search through [MustangsHIRE](#).

SOPHOMORE YEAR

- Take a variety of [courses](#) especially ones that could improve your skills in writing, communication, speaking, business, and computer usage. Continue to explore your [career options](#).
- Keep your grades up! Need help? Contact [Tutoring and Academic Support Programs](#).
- Update your student profile and upload resume on to [MustangsHIRE](#). Visit [MustangsHIRE](#) on a regular basis in search of internship, job listings, and volunteer opportunities.
- Take on leadership roles in on/off campus activities.
- Join a [professional society/organization](#) that is related to your career field of interest.
- Update your resume and learn to write a cover letter.
- Continue to build your network of contacts for [references](#) (professors, advisors, supervisors).
- Take advantage of the CMC library and online resources, including: [CollegeBoard.com](#), [WetFeet.com](#), and [Vault](#).
- Attend career expos and other events sponsored by the [CMC](#). Make sure to follow up with employers.
- Research organizations/companies that offer [internships](#) and/or [job shadowing](#). Begin your search by using [MustangsHIRE](#). [Job Shadow](#) a professional who works in a career field of your interest. Secure a summer internship.

Career Management Center
Clark Student Center – Room 108
(940) 397-HIRE (4473)
Fax: (940) 397-4216

CMC@mwsu.edu or careermanagement@mwsu.edu
www.mwsu.edu/career
www.MustangsHIRE.org



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JUNIOR YEAR

- Meet with your College Coordinator to discuss your post-graduation plans and possible next steps.
- Have your resume ready for distribution for internships/part-time jobs. Refine your cover letter skills.
- Update your student profile and resume on [MustangsHIRE](#). Set up a job search agent on [MustangsHIRE](#) so that internship/job listings are automatically sent to you after posting.
- Thinking about grad school? Research application deadlines, standardized test information and funding options. Attend graduate/professional school seminar and graduate/professional school practice exam day.
- Strengthen your interviewing skills by completing a mock interview with your College Coordinator. Participate in on-campus interviews.
- [Research potential employers](#) and positions and become familiar with job descriptions and work settings.
- Continue searching [MustangsHIRE](#) and many other online job search resources.
- Build your leadership skills by getting involved in a campus or community organization.
- Gain career related experience through an internship, volunteer experience, or part-time job.
- Attend career expos and other events sponsored by the [CMC](#). Make sure to follow up with employers. [Be prepared!](#)
- Continue to build your network of contacts for references (professors, advisors, supervisors).
- Watch your [digital dirt!](#)

SENIOR YEAR

- Update your resume and cover letter. Make sure you include your current contact information.
- Update your student profile on [MustangsHIRE](#).
- Meet with your College Coordinator to schedule a mock interview, review your job search techniques, and to critique your resume, cover letter and references. Continue to participate in on-campus interviews.
- Have your resume, cover letter and references ready for distribution.
- Develop multiple job research avenues, such as [MustangsHIRE](#) and other online job sites. Keep in mind [safety tips](#) when job searching online. Create your job search notebook with all of your employer contacts including items such as employer name, address, telephone number and contact person/job title as well as the date of each contact by letter, email, telephone call of interview.
- Begin applying for positions that you hear about or see posted. Do thorough research on potential employers, especially those with whom you plan to interview. Don't wait until graduation to start looking!
- [Network! Network! Network!](#)
- Continue to be active in campus or community organizations. Assume a leadership role in a campus chapter of a professional organization.
- Narrow your graduate/professional school choices and keep current with their admissions deadlines.
- Complete relevant entrance exams for graduate/professional school. Apply to graduate/professional school.
- Attend career expos and other events sponsored by the [CMC](#). Make sure to follow up with employers. [Be prepared!](#)
- Watch your [digital dirt!](#)

POST GRADUATION

- Register with [Alumni Relations](#) and stay connected with MSU.
- Remember that you can visit the [CMC](#) anytime for FREE career assistance for life!
- Good luck on your future endeavors!