

## Suggested Four -Year Career Development Plan

### Year 1 Asking questions and exploring options

1. \_\_\_ Visit the Career & Professional Development (CPD) office in Crosby
2. \_\_\_ Update your high school résumé or create a new résumé and upload to ZagsIgnite
3. \_\_\_ Explore career options available to you by looking at [What Can I Do with This Major?](#)
4. \_\_\_ Log into and review [InterviewStream](#)
5. \_\_\_ Sign up for and attend Internship 101 workshop

### Year 2 Researching options and testing career paths

1. \_\_\_ Create a [LinkedIn](#) profile
2. \_\_\_ Find a mentor by logging into [ZagsConnect](#), home of the Gonzaga Alumni Mentor Program
3. \_\_\_ Order Gonzaga University branded student business cards
4. \_\_\_ Utilize [CareerShift](#) to search for internship opportunities
5. \_\_\_ Attend a Trek, tour companies, learn about corporate culture and network with alumni
6. \_\_\_ Review your cover letter and/or personal statement with a CPD professional

### Year 3 Making decisions and strategizing career direction

1. \_\_\_ Log into and explore [GoinGlobal](#)
2. \_\_\_ Attend career and internship fairs
3. \_\_\_ Complete an informational interview with a professional working in an interesting industry
4. \_\_\_ Participate in the Speed Mock Interview event or schedule a mock interview appointment
5. \_\_\_ Locate information on graduate entrance examinations like the GRE, MCAT, GMAT, and LSAT when considering graduate school
6. \_\_\_ Talk with one of your professors about their membership in professional associations.  
Register as a student member of a professional association and attend a local meeting

### Year 4 Interviewing for jobs and graduate school and accepting offers

1. \_\_\_ Review your cover letter and/or personal statement with a CPD professional
2. \_\_\_ Conduct a comprehensive job search campaign
3. \_\_\_ Practice your networking skills by participating in professional events on campus
4. \_\_\_ Develop an employer prospect list with contacts for organizations of interest
5. \_\_\_ Follow up on submitted applications, write thank you notes to interviewers, and keep a record of the status of all the positions for which you apply
6. \_\_\_ Join the Gonzaga Alumni Association Chapter in a city of your choice
7. \_\_\_ Gather information on realistic salary expectation by viewing the [NACE Salary Calculator](#)
8. \_\_\_ Report internships, job offers and acceptances and graduate school acceptances to CPD