

**MEDGAR EVERS COLLEGE**  
**OFFICE OF CAREER MANAGEMENT SERVICES**  
**Four-Year Strategic Career Action Plan**

**Freshman:**

Student will register with the Career Center.

Student will be administered a career assessment to identify interest, skills, personality, and values.

Explore different career options related to student's major.

Student considers or actually works or volunteers part-time to help define their career interest.

Student will create a professional résumé and cover letter.

Attend career fairs and professional workshops.

Weekly visits to the writing center to improve written and verbal communication abilities.

**Sophomores:**

Student will register with the Career Center.

Student considers or actually joins organizations related to his/her major and career interests, and attends local, state, national meetings, and conferences.

Student begins to narrow down career choices.

Student updates résumé and Career Center online profile.

Student begins searching for internships and co-ops.

Attend career fairs and professional workshops.

Participate in an internship during your sophomore summer.

Weekly visits to the writing center to improve written and verbal communication abilities.

**Juniors:**

Student will register with the Career Center.

If graduate or professional school is required for career, start planning and applying for desired school.

Visit the Career Center to fine-tune your personal statement, résumé, networking, and interviewing skills.

Identify professionals willing to write references and letters of recommendation.

Continue your internship or co-op.

Attend career fairs and professional workshops.

Weekly visits to the writing center to improve written and verbal communication abilities.

**Seniors:**

Student will register with the Career Center.

Continue to identify professionals willing to write references and letters of recommendation.

Create a portfolio of résumé, cover letter, transcripts, and recommendations.

Identify full-time job opportunities.

Continue attending career fairs and professional development workshops.

Weekly visits to the writing center to improve written and verbal communication abilities.

If post-baccalaureate is required for career, start planning and applying for desired school