



# Progression to Profession

# CAREER ACTION PLAN

## 1 | EXPLORE

### GET FOCUSED | *Freshman and Sophomore*

#### DISCOVER & DEFINE | *Find Your Passion, Talent, and Purpose*

**Objectives:** Explore personal traits, examine life direction, research career options, choose career path

**Tasks and Activities:** Career counseling, personality testing, career planning, career exploration

##### EXPLORE POSSIBILITIES | Personal Discovery

- Meet with your career counselor to discuss your career goals
- Take a career test to assess and define your interests, skills, and values
- Reflect on your career goals by considering your aspirations and needs
- Explore your career and major options

##### DISCOVER RESOURCES | Academic Engagement

- Get to know your faculty and academic advisors
- Investigate coursework, academic majors, and minors

##### GET INFORMED | Extracurricular Activities

- Learn about campus services, resources, and activities
- Find a mentor (staff member, resident advisor, upperclassman)
- Get involved in a campus club or student organization

##### Tools and Resources:

- ⇒ Self-Directed Search - Career Interest Inventory and Personality Assessment
- ⇒ Career Development Center Website - List of Student Clubs and Organizations
- ⇒ Handshake - On-Line Career Management and Employer Database Platform
- ⇒ Career Development Center Website - Career Planning and Career Exploration Materials

## 2 | ENGAGE

### GET INVOLVED | *Sophomore and Junior*

#### INVESTIGATE & EXPERIENCE | *Enhance Your Knowledge, Skills, and Experience*

**Objectives:** Get involved, gain experience, build skills, expand knowledge, develop a career foundation

**Tasks and Activities:** Field investigation, researching options, campus involvement, extracurricular activities

##### CONDUCT RESEARCH | Gather Information

- Participate in job shadowing, informational interviewing, mentoring
- Attend career events, info sessions, fairs, expos, and seminars
- Learn about careers through publications, websites, firsthand observation
- Reflect on your progress, examine your goals, refine your plans as needed

##### GET EXPERIENCE | Test the Waters

- Obtain an internship, part time job, or volunteer project
- Expand your campus involvement by serving in a leadership role
- Serve as an organizer, facilitator, or coordinator of a project
- Participate in a mock interview or practice interview session

##### Tools and Resources:

- ⇒ Occupational Outlook Handbook - Detailed Career Information and Job Data
- ⇒ Career Development Center Website - List of Posted Job Opportunities

### GET PREPARED | Job Market Readiness

- Write your resume draft and learn how to write a cover letter
- Learn how to prepare for a job interview
- Conduct general job market and industry research
- Research your graduate and professional school options

## 3 | EXECUTE

## GET HIRED | *Junior and Senior*

### ORGANIZE & IMPLEMENT | *Gain Your Confidence, Credibility, and Empowerment*

**Objectives:** Organize tools, manage job market campaign, implement strategies, pursue opportunities

**Tasks and Activities:** Resume writing, letter writing, interviewing, networking techniques

#### ORGANIZE | Gather Your Tools

- Create your professional profile  
(sales pitch, interview introduction, summary statement)
- Update and finalize your resume and cover letter
- Learn effective networking techniques and job search strategies
- Request recommendations and references from your professors

#### **Tools and Resources:**

- ⇒ Career Development Center Website - List of Posted Job Opportunities
- ⇒ Career Development Center Website - Job Market, Resume Writing, and Interview Materials
- ⇒ Handshake - On-Line Networking Platform

#### MANAGE | Professional Development

- Join a professional organization or group related to your career
- Attend professional meetings, conferences or conventions
- Obtain an internship, research project, or practicum experience
- Begin the graduate and professional school application process
- Learn about professional behavior, business attire, etiquette, protocol

#### IMPLEMENT | Launch Your Campaign

- Build a prospect list of relevant companies and organizations
- Gather contact information of potential employers
- Learn how to conduct your job market campaign

### EXPLORE | ENGAGE | EXECUTE

Station 6262 | Montevallo, Alabama 35115

Farmer Hall, Second Floor | 205-665-6262 | [career@montevallo.edu](mailto:career@montevallo.edu)

[www.montevallo.edu/career](http://www.montevallo.edu/career)

