

## ***PREPARING FOR YOUR FUTURE – STARTING NOW***

### **ETSU CAREER AND INTERNSHIP SERVICES Office**

ARC Center, 2<sup>nd</sup> Floor Culp

439-4450

**[www.etsu.edu/careers](http://www.etsu.edu/careers)**

All of us in the office of Career and Internship Services are here to help you succeed during your student years, because your future career is already taking shape. No matter where you are with your personal career planning, our office is a great place to start.

Here is a checklist to use during each year at ETSU:

#### **FRESHMEN YEAR**

- Learn about yourself by getting involved with fellow students, clubs and organizations
- Focus on making the best grades you can in all of your courses
- Explore majors and careers through the Peer Career Center
- Read “What Can I Do with This Major” at [www.etsu.edu/careers](http://www.etsu.edu/careers)
- Start thinking about internship options in majors that interest you
- Discover all of the resources available to you in the Culp University Center

#### **SOPHOMORE YEAR**

- Register on BucLink at [www.etsu.edu/careers](http://www.etsu.edu/careers)
- Attend Career and Internship Services programs and workshops
- Go to Career Fairs and gather information on jobs that interest you
- Test career options through part-time jobs, volunteer work or workshadowing
- Learn about internship options in your major
- Increase involvement in extracurricular activities and seek leadership roles
- Join an on-campus pre-professional organization

#### **JUNIOR YEAR**

- Schedule an appointment in the Career and Internship Services Office
- Learn the resources available to you on the Career and Internship Services website
- Write a professional resume and have it edited
- Research careers, potential employers and graduate schools
- Learn about interviews and practice interviewing skills
- Complete a career-related internship/co-op, or summer job

#### **SENIOR YEAR**

- Schedule a personal meeting with a staff member in Career and Internship Services
- Participate in practice interviews and learn effective networking practices
- Apply early for positions in your selected career area
- Attend career fairs to develop contacts and employment opportunities
- Search employer postings on BucLink every week
- Use the ETSU volunteer mentor program