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