

Four-Year Career Readiness Plan

Want to be career ready when you graduate? Follow this four-year check plan to help. Talk with Career Services if you have any questions about this process.

Freshman Year

- Explore WSU majors and make an appointment to meet with a career counselor to take a career assessment.
- Create a resume and LinkedIn account.
- Research student organizations, volunteer opportunities and other co-curricular activities to join.
- Activate your Handshake account.
- Schedule a meeting with a career counselor to create an individual four-year plan and to find work/volunteer opportunities.
- Attend career fairs and employer events to learn about career opportunities.

Sophomore Year

- Research internships, study abroad, research opportunities or part-time jobs in your field of interest. Consider working an on-campus job.
- Join in student organizations, volunteer and other co-curricular activities.
- Update your resume, Handshake profile and LinkedIn account.
- Create an online portfolio of your work (coursework, student organizations and internships/jobs) to showcase during interviews.
- Practice articulating competencies for interviews, professional documents and networking events.
- Keep your GPA up
- Conduct informational interviews, job shadow and network with professionals in your field of interest.

Junior Year

- Apply for internships, research opportunities, study abroad or part-time job opportunities in your field of interest.
- Update your resume, Handshake profile, LinkedIn account and do a mock interview.
- Seek executive board roles and leadership roles in student organizations, volunteering and co-curricular activities.
- Gather professional references. Ask them prior to listing them if they will give a positive reference during your job search process.
- Network with professionals in your field at career fairs, recruiting events and company presentations.
- Be able to articulate competencies in interviews, on professional documents and through networking.

Senior Year

- Have your professional employment packet (cover letter, resume and references) prepared, up to date and reviewed with a career counselor.
- Have your Handshake profile and LinkedIn account up to date.
- Self-navigate job postings, workplace opportunities and actively monitor job options.
- Network with professionals in your field at career fairs, recruiting events, company presentations and begin applying for positions.
- Effectively articulate your diverse experiences and career competencies to leverage them in a job interview.