

FOUR-YEAR CAREER READINESS PLAN

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Career Services

Want to be career ready when you graduate?

This Four-Year Career Readiness Plan provides suggestions for ways that Wayne State University students can develop career-related skills and experiences during each year of their college life.

FRESHMAN YEAR

- Activate your [Handshake](#) account and create a resume to document your experiences.
- Meet with a Career Counselor to explore WSU Majors using [Focus 2](#) and take career assessments.
- Review the materials you received at Orientation to learn about campus resources and support systems.
- Use [Get Involved](#) to identify student organizations and co-curricular activities and join based on your interests.
- Make campus connections by participating in career-related virtual and in-person workshops and events.
- Learn these [8 Career Competencies](#) and how they relate to the work you do in classes.



SOPHOMORE YEAR

- Meet with a Career Counselor to discuss your personal career development plan for this year.
- Create a professional social media presence using [LinkedIn](#) and [Handshake](#). Be cautious of the content you post on other social media platforms.
- Research opportunities to build experience such as working on campus, studying abroad, volunteering and internships.
- Create an online portfolio of your work (coursework, student organizations, and internships/jobs) to add to your resume.
- Attend networking events to meet professionals in your field of interest.



JUNIOR YEAR

- Meet with a Career Counselor to discuss your career development plan for this year.
- Update your resume, [Handshake](#) profile, and [LinkedIn](#) accounts for employers to see.
- Take leadership/executive roles in student organizations, volunteer opportunities, and co-curricular activities.
- Create a list of professional references but ask before listing them if they will give a positive reference during your job search process.
- Network with professionals in your field of interest at career fairs, events, and company presentations.
- Apply for internships and job shadow professionals in your field of interest.
- Articulate the [8 Career Competencies](#) while networking or in interviews to demonstrate career readiness.



SENIOR YEAR

- Meet with a Career Counselor to reflect and create an action plan for your career path or post-graduate learning.
- Have your professional employment documents (resume, cover letter, portfolio & references) prepared, up to date and reviewed.
- Update your resume, [Handshake](#) profile, and [LinkedIn](#) account.
- Create a job application plan and actively track and monitor your applications.
- Participate in mock interviews to prepare for employment and graduate school interviews.
- Network with professionals in your field at professional events (career fairs, recruiting events, company presentations), and follow up with them.
- Effectively articulate your diverse experiences and [career competencies](#), leveraging them in job interviews.



★ *Congratulate yourself on your accomplishments, and enjoy your continuing career or academic journey!*