



3-Year Career Action Plan

Year One

Inquire/Decide

Fall

- Explore major and career interests in FYE course (COLS 1000)
- Use What Can I Do with this Major? to consider paths by major
- Log into Handshake to register for career events, apply to jobs and make appointments with CPD staff
- Declare your major before the end of the semester

Spring

- Create a Resume and LinkedIn Profile
- Apply to summer jobs and/or volunteer to build skills

Year Two

Engage

Fall

- Update your resume and build your LinkedIn profile.
- Identify your references
- Search and apply to summer internships
- Practice your interview skills
- Continue to maintain your GPA and be active in cocurricular activities

Spring

- Conduct informational interviews in SYE course (COLS 2000)
- Make connections on LinkedIn and join professional associations
- Continue to research and apply for summer internships if necessary
- Practice your interview skills

Summer

- Complete a summer internship for credit hours

Year Three

Achieve

Fall

- Identify and research employers or graduate schools
- Use Handshake to research jobs and employers and apply
- Attend career events and job fairs
- Assemble a professional outfit from Tartan Threads
- Write personal statement or cover letters

Spring

- Learn salary negotiation skills
- Polish resume, and LinkedIn profile
- Showcase your capstone project in an e-portfolio

Career & Professional Development

Three-Year Career Action Plan for FL3X Participants

The Office of Career & Professional Development (CPD) provides all students with practical advice on everything from exploring major and career options to pursuing significant internship experiences to searching for a job or applying for graduate school.

Follow the suggested three-year action plan to ensure your academic and career success. The CPD office is located in Laurens Hall, second floor.

HANSHAKE is Presbyterian College's official career portal. Apply to jobs and internships, register for career events, and schedule career advising appointments all in ONE place. Activate an account at: <https://presby.joinhandshake.com/>.

Optional: Download the app and search for Handshake on the App Store or Google Play.