# Humboldt State University

## Career Center Student Success Plan

### KEY STRATEGIES FOR STUDENTS TO REVISIT EVERY YEAR: FRESHMAN, SOPHOMORE, JUNIOR, and SENIOR

- Update your Springboard profile.
- Develop a “master resume”. Practice targeting your resume and cover letter. Utilize walk-in hours for feedback.
- Read emails sent to you by the Career Center (CC).
- Search for summer job/internship/volunteer opportunities.
- Annually attend workshops on how to find career-related experience.
- Develop associations with faculty, administrators and the Career Center staff.
- Network with fellow students, former employers, family and friends to uncover potential job and internship opportunities.
- Explore effectiveness of social networking sites in your desired career direction(s).
- Calendar and attend annual Part-time Job Fair, Career Expo, Volunteer Agency Fair to learn about employers, jobs, internships, and career-related opportunities.

### Freshman

- Visit the Career Center in Nelson Hall West 130 to acquaint yourself with our services and staff.
- Develop an effective resume template with CC staff help.
- Pick up the handout “How to Find a Local Part-time Job” or read it on the CC web site.
- Explore, with your academic advisor, majors related to career options.
- Take inventories about your interests, values, personalities, and skills related to career options located on CC web site (example: Career Beam).
- Attend CC workshops.
- Meet with an Internship Peer Advisor (IPA) to begin the process of exploring internship.
- Get involved in student organizations, community volunteer work, and/or part-time employment to develop new skills and interests.

### Sophomore

- Declare your major and plan your curriculum with the assistance of an academic advisor.
- Develop and test out your interests and skills by participating in campus clubs, organizations, and community groups.
- If interested, now is the time to investigate Study Abroad and/or National Student Exchange opportunities related to your field of study and career interest.
- Meet with an Internship Peer Advisor (IPA) to find a semester or summer internship OR other career-related experience.
- Take a leadership role in residence hall, campus organization or class project.
- Consider adding a minor or second major which may enhance your employability.

### Junior

- Conduct informational interviews with professionals in field(s) of interest.
- Meet with a CC professional staff member to get guidance on finding and applying for a summer or semester internship OR other career-related experience.
- Study abroad for a semester.
- Participate in a Spring Break service project or enroll in service learning course.
- Begin building a professional wardrobe.

### Senior

- Attend “Job Search Workshop for Graduating Students”.
- Meet with a CC professional staff member to develop a targeted job search strategy unique to you.
- Ask faculty and past employers to be references for you.
- Generate lists of employers and opportunities of career interest to you.
- Research prospective employers, send out resumes, and set up interviews.
- Interview with on-campus recruiters for full-time jobs.
- Apply to graduate and professional schools.
- Explore “alternative year out” opportunities.
- Learn about professional organizations relevant to your chosen career.
Career Center Services for HSU Students

**Internship Peer Advisors (IPAs)**
- Meet with a fellow student for advice on finding an internship to enhance your educational experience.

**Walk-in Hours**
- Stop by the Career Center for a quick critique of your resume and cover letter. Monday through Thursday 11am -1pm.

**Annual Career Expo & Volunteer Fair**
- Network with over 100 employers and community organizations. Get hired on the spot.

**Workshops**
- Log on to SPRINGBOARD for a current list of Career Workshops including Resume & Cover Letter Writing, How to find an Internship, and Summer/Seasonal Job Hunt.

**Part-time Job Fair**
- Apply with on-campus and local employers for part-time local experience while in school.

**Internship Week**
- Week-long event featuring the *Future of Your Profession* panel of speakers, internship workshops and more.

**Skills List**
- Sign up to connect with the local community for quick, temporary work ranging from tutoring and childcare, to yardwork and clerical assistance.

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