

Foundation for a College Education Career Planning & Life After College for FCE Students

I. Purpose of the Career Planning & Life after College Brochure

- To help FCE college students navigate through the career planning process.
- To ensure successful transition from college life to the real world.

II. Four-year Plan to Career Planning

1. **Freshmen Year:**

- Familiarize yourself with school resources and services available to you.
 - **Academic Center**
 - **Career Center**
 - **Explore school organizations**
- Depending on the institution you are attending, the **Career Center** will provide individual career counseling, assist with resume and cover letter writing, provide mock interviews, job search preparation, information on internships, volunteer opportunities, jobs, graduate school information and more.
- Plan your courses for the next four years to make sure you take all prerequisites required for your major.
- Do not wait until your senior year to start your resume. Start writing your resume during your freshmen year. Make an appointment with your career counselor and get started!
- Apply for summer internships and jobs early in the Spring.

A. **Resume Writing**

1. Why do you need a Resume?

You need a resume to apply for a job, internship, fellowship and some scholarships.

2. What is a Resume?

A brief summary of education, experience, languages, computer skills, activities, awards and honors

B. Recommendation

After or before a company reviews your resume they may request recommendations. Letters of recommendation are also required for most internships and graduate programs.

You can request recommendations from professors, previous employers, and respected members of the community. It is crucial to get to know your professors and let them get to know you. They are more likely to agree to write you a letter if they know you and like you. Always be respectful and tolerant of your professors.

2. Sophomore Year:

- After having a year to familiarize yourself with campus and the career center, you should consider applying to an internship opportunity.
- If you are interested in volunteering please do. Volunteering is a great way to give back to the community and many scholarship programs and graduate schools look favorably at volunteering.
- Explore the world! Find out about the study abroad programs offered at your school.
- **Attend Career & Graduate School forums to explore career/internship/graduate school options**
- Ask your career counselors about graduate school fairs/ career fairs/ internship and volunteer fairs. It is a good idea to begin thinking about graduate school or what kind of career you might enter upon graduation.
- It is essential to research different careers in order to ensure happiness and success. Would you be happy working in education, medicine, nursing, counseling, psychology etc.? Research different careers you find interesting.
- Visit your college counselor if you need help choosing a major.
- Continue to update your resume as you participate in more activities.

3. Junior Year:

- Participate in an internship. The internship should be related to the field you are interested in entering and it could take place during the school year or summer. The advantages of summer internships are that they do not interfere with academics. On the other hand you could participate in an internship during the school year as long as you manage your time wisely. Some schools offer course credit for participating in volunteer or internship programs. An internship is a great opportunity to show employers how wonderful you are. If you make a good impression this could open the door to a job after college.
- It is important to have an excellent resume, but it is also important to have successful and effective interviews. The resume gets you an interview and the **interview gets you the job**. Set-up a meeting with your career counselor to practice your interviewing skills.
- If you get a chance to attend conferences make sure to **NETWORK**. The people you meet can and will help you get the job of your dreams. Mingle at conferences and learn how to communicate with professionals.
- Talk with your professors about your future goals. They can offer you valuable advice and they may be able to connect you to mentors and professionals working in the field.
- Get **GOOD GRADES!**
- If you are considering Graduate school, begin studying for the GRE/LSAT/GMAT and learn more about the graduate programs at different universities.

4. Senior Year:

- Finalize your resume and begin to formulate a list of the jobs and companies you would consider working for. This can be a challenging process but here are a few things to consider when you are looking for a

job: Do you see you see yourself at a big corporation, non-profit (large or small), small business. Do you like to work with people, alone, both? What kind of environment do you want? Fast, slow, competitive, calm. In what kind of environment do you succeed? Can working at X company make you happy? Are you willing to work on weekends? What is the most important thing that your job must do for you? What sort of skills do you need to succeed in your chosen field of study?

- Research employers and attend every college fair you can. Dress professionally and bring your resume.
- Find out which companies tend to hire alumni from your school. Some companies hire students from specific schools and you could be one of them if you meet the requirements. Maintain a high GPA.
- Ask others to give you feedback on your resume and cover letter. Send them to potential employers.
 - Your cover letter should answer the question - Why should I hire you? It should grab the employer's attention and point out why you, above all other applicants, should be contacted for a personal interview.
- Ask your professors and supervisors for letters of recommendation.
- Take the GRE/LSAT/GMAT exam. Apply for graduate school.
- **Send out applications, cover letters, and resumes**
- **Interview**
- **Write Thank you Letters**
- **Accept a Position**

II. LIFE AFTER COLLEGE

- I. Student Loans: College loans = long term investment. Pay back loans in small quantities over a period of time. Why not! We do it all the time. We do with our car payments, cell phones etc. If we are willing to take out loans for cars, which eventually break down why not take out loans for our education. No one can ever take away the knowledge, experience and opportunities that a college degree gives us.

1. Take them out if you need them!
2. Start making payments six months after graduation
3. Make monthly payments for your loan. If you took advantage of your college education it is all worth it.

II. Graduate & Professional School

1. You can pursue higher education! Get a masters (typically two year programs), or a doctoral degree (Ph.D) in any field! JD= Lawyer, MD= Medical Doctor, MSW=Masters in Social Work, MBA=Masters in Business Administration.
2. What do you need do to enter Med School: A lot but you need to take the MCAT: Think of it as version of the SAT, but a lot harder
3. Law school need to take the LSAT
4. Doctorate/PhD need to take GMAT/GRE

College is possible and so is Graduate School

The power of Education

Average Annual Income for 2004

Less than 9th grade \$20, 702

High School Drop-out \$23, 176

High School Graduate \$31, 075

Some College \$36, 381

Associate Degree \$38, 597

Bachelor's Degree \$50, 394

Master's \$60,514

Doctorate \$77, 445

Professional \$ 97, 443

ADVICE from FCE ALUMNI Staff & Staff

**Questions: Did you visit the Career Center? How did it help?
Who helped you write a resume, cover letter? Who helped you prepare
for interviews?**

**Finding the right job? Is it hard? What are your plans?
How are you dealing with students loans? Do you have any? Do you
regret not taking any out? Why?
Are you interested in Graduate School? Why?**

YOUR ADDRESS (Do not put your name here)
TODAY'S DATE

Mr./Ms. EMPLOYER'S NAME (If you don't have one, get one!)
TITLE
COMPANY'S NAME
ADDRESS

DEAR Mr./Ms. EMPLOYER:

FIRST PARAGRAPH: This is the "why I'm writing to you" paragraph which immediately tells the employer the position you want to be considered for. This is short - usually 2-3 sentences. Points to cover:

- Why you are writing and which position you are applying for.
- How you heard about the position is irrelevant unless it is a mutual contact or recruiting program. Do not write, "I learned of this opportunity through the Career Services Office."
- Show from your research why you are interested in this position or organization. The goal is to make a connection - do this *Briefly* and *Specifically* or leave it out; sweeping statements will not work.

SECOND PARAGRAPH: This is the "why I'm qualified" paragraph. Highlight some of your most relevant experiences and qualities as they relate to the position for which you are applying. Choose 2 - 3 points you want to make about **Specific** experiences/accomplishments or about general qualities you have exhibited, and provide **Specific** examples to support those points. This paragraph will change according to the job/employer for which you are applying. This is usually the longest paragraph of the letter. You may break this paragraph into two if it looks too lengthy or if your points work best in separate paragraphs. Points to ponder:

- The first sentence should be a hard-hitting opener. It is a quick introduction, which is accomplishment-oriented and directed at the skills and qualifications needed for the job/industry.
- The body of the paragraph should provide evidence to back up what you've just claimed. Cite specific jobs/internships/activities/projects and accomplishments associated with those experiences. Use your resume to come up with some specifics, but NEVER reiterate passages from your resume word for word. Discuss why what you did is to the employer-relate the facts to the job. ***Strong examples are important!***

- The final sentence is a summary of what you've discussed above. It's a good idea to mention the position title and company name to bring the reader back to the specific job in question.

FINAL PARAGRAPH: This is a short 2-4 sentences paragraph. You should refer to the enclosed resume, request an interview and let the reader know what will happen next (Contact them within specific period of time unless it is a recruiting program). It is *vital* that you thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Your Name

Enclosure(s)