

Career Development Center

Exploring choices. Making decisions.

Career Planner Guide

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Begin planning your career as soon as your freshman year. Use this planner as a guide throughout your Anderson University experience.

In addition to a quality education, today's job market requires that you have practical work experience to develop the necessary skills within your chosen industry. You must begin building professional relationships within your industry the day you step foot on the AU campus.

Contact the Career Development Center today to receive guidance as you plan your course of action for the future

INvision AU

Advancing Education and Career Opportunities for Indiana

Contact the Career Development Center to learn about the INvision AU program offered through the center. INvision AU partners with Indiana organizations to provide internship, networking, and job opportunities to AU students interested in seeking employment in the State of Indiana. Visit the INvision AU Web site at www.anderson.edu/INvision.



Career Development Center

Decker Hall, Room 206
1100 East 5th Street
Anderson IN 46012
(765) 641-4196
career@anderson.edu
www.anderson.edu/career

Monday – Friday
8 a.m. – 5 p.m.

After-hour appointments available upon request.



ANDERSON UNIVERSITY

Academic and Christian Discovery

Freshman Year

- ❑ **Enroll in Career and Life Planning** (LART 1200) if you are undecided on a major. This class will help you research careers and identify your interests, values, skills, talents, and personality.
- ❑ **Make an appointment with a career advisor** in the Career Development Center to:
 - Discover how your interests, abilities, and values relate to the professional marketplace.
 - Establish your career goals.
 - Choose a major which suites your career goals.
 - Develop short- and long-term career plans to acquire the education, practical work experience, and exposure needed to obtain your goals.



Sophomore Year

- ❑ **Make an appointment with a career advisor** (fall) in the Career Development Center to:
 - Review your career plan and adjust your plan of action accordingly.
 - Learn to increase your marketability by taking classes that complement your major and career goals.
 - Identify the required skills within your field of interest, and learn how to strengthen your skills through job shadowing, internships, and part-time jobs within your chosen field.
- ❑ **Attend a Career Document Session (fall) to:**
 - Learn about the types of resumes.
 - Create a resume.
 - Understand the types of references.
 - Learn how to write a cover letter.
 - Understand today's internship/job application process.
- ❑ **Attend a Career Connection Session (spring) to:**
 - Learn how to connect and build professional relationships.
 - Learn about professional behavior in the work environment.
- ❑ **Connect with AU alumni** to learn about your field of interest and the opportunities it has to offer.
- ❑ **Seek an internship** that will provide you with experience and further develop your skills.
- ❑ **Explore graduate school options.** Talk to a career advisor about continuing your education at the graduate level.

Junior Year

- ❑ **Make an appointment with a career advisor** in the Career Development Center to review your career goals and adjust your plan of action accordingly.
- ❑ **Update your resume** to include skills developed through any volunteer and work experiences, and have your resume reviewed by a career advisor.
- ❑ **Attend a Career Connection session (fall) to:**
 - Connect and build professional relationships with AU alumni.
 - Further develop professional behavior in the work environment.
- ❑ **Connect with employers** by attending job fairs and other career events to further learn about the industry and internship/job opportunities.
- ❑ **Develop a connections list** that connects you with individuals within your field of interest to gain feedback on what's happening in the field.
- ❑ **Seek another internship** in your chosen industry or field to further develop your skills, gain practical work experience, and develop additional career connects.
- ❑ **Complete graduate school applications** if you plan to pursue graduate school.

Senior Year

- ❑ **Make an appointment with a career advisor** in the Career Development Center to
 - Review your career goals and adjust your plan of action for the coming year.
 - Understand how to "target" your resume toward a specific job opening.
- ❑ **Update and polish your resume** so that it clearly states the knowledge and skills obtained through your education and experiences.
- ❑ **Connect with your network** to learn about happenings with the industry and job opportunities.
- ❑ **Forward your resume** to possible employers, and attend job fairs and on-campus interviews.
- ❑ **Follow up with graduate school applications** if you applied to graduate school.
- ❑ **Keep in touch with the Career Center** and let us know about your job search outcome and/or future plans for graduate school.
- ❑ **Contact the Alumni Office** to learn about the alumni social network.



Alumni

- ❑ **Continue to develop** your skills and expand your knowledge through formal education and training opportunities.
- ❑ **Keep your resume updated.**
- ❑ **Stay connected** with Anderson University and AU alumni through www.AndersonAlums.com.
- ❑ **Volunteer to share your knowledge** and experience with current AU students by participating as a speaker, panelist, or mentor.
- ❑ **Share with your employer** that AU is a great place to recruit interns and future employees.

