

4 YEAR PLAN

Our adapted 4-year plan offers a sample of recommended actions to take during college toward a fulfilling career:

Freshman and Sophomore Year

- Learn about yourself by completing self-assessment exercises.
- Explore the World of Work and identify some possible careers to explore in depth.
 - * Attend career fairs
 - * Talk with people about their jobs
 - * Browse job postings
 - * Gain experience through volunteer work or by working at a job
- Discover resources available on campus to help you plan your career.
- Choose a major at the end of your sophomore year.
- Start thinking about internship possibilities.

Junior Year

- Narrow career choices and make tentative career decisions.
- Explore two or three promising career alternatives in depth.
- Gain additional experience (internship or volunteer position related to career of interest)
- Review and adjust academic plan to prepare for career choices.
- Take necessary courses to complete your major.
- Gather information about potential employers and positions.
- Research graduate and professional programs if additional education is necessary.
- Register and prepare for any required graduate examination (GRE, LSAT, MCAT).
- Draft initial resume and practice writing cover letters.
- Finalize academic plans making sure you have met all requirements.

Senior Year

- Target specific jobs based on your career interests.
- Complete graduate exams.
- Complete internships.
- Develop effective interviewing skills.
- Revise and critique resume and cover letters.
- Obtain letters of reference (at least three) from faculty and employers.
- Attend on-campus recruiting activities and job fairs.
- Make full use of resources found in the career center (employer directories, job postings, etc.).
- Network with people you know for job leads.
- Begin job search recognizing that it takes patience and determination.
- Complete graduate school application materials.



Health Science Building-203
1300 West Park, Butte, MT 59701