

# 4 Year Plan for Professional and Career Success Honors College Students

**Career** (n) ca·reer | /kə-riər/. an occupation undertaken for a significant period of a person's life and with opportunities for progress. From the Latin carraria, a road to chart one's course.

The Honors College seeks to love truth, kindle faith, and cultivate virtue in friendship, study, and service to Christ and neighbor. The Baylor Career Center's mission is to ensure each student has the opportunity and support to achieve their career potential. *Together*, we can help students achieve this mission by illuminating their passions and vocations for a fulfilling future.

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## **Freshman:** Discover Yourself

- Set up your Handshake profile.
  - Meet with an Honors College dedicated Career Success Professional (CSP) to explore your calling, interests, skills and goals.
  - Complete *SuperStrong Assessment* for potential professional directions and vocational trajectories.
  - Update or start a résumé using Upkey résumé building software with your high school and volunteer experiences. Set an appointment to review résumé with your CSP.
  - Join one (or more) of the 385+ student organizations on campus through the Connect website. Keep an eye out for professional organizations and academic/cultural organizations that dovetail with your interests, and talk with your faculty and advisors about suggestions.
  - Identify at least two individuals who work/study in a field that interests you and set up informational interviews with those individuals.
  - Be mindful of your social media footprint when posting online. Social media is part of professional life, and employers often check your social media footprint during the career application process.
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## **Sophomore:** Explore Options

- Update your profile and résumé in Handshake.
- Build your LinkedIn profile and begin researching Baylor Alumni in areas or industries that interest you.
- Join a professional student organization or association related to your field of study (i.e. national honors societies, pre-professional organizations, etc.).
- Explore potential work opportunities for your major. The website [whatcanidowiththismajor.com/major/](http://whatcanidowiththismajor.com/major/) is a great place to start.
- Consider pursuing research in the humanities, social sciences, or sciences. Review available options here: [baylor.edu/engagedlearning/index.php?id=970697](http://baylor.edu/engagedlearning/index.php?id=970697)
- Meet with your CSP to review your future professional plans and networking progress.
- Get to know faculty and alumni in your chosen major and college by attending office hours, networking events, and lecture series. They can be very helpful in finding internships, connecting you with colleagues, providing research collaboration opportunities, and eventually serving as a reference.
- Complete an Undergraduate Student Profile in the Office of Engaged Learning to explore major fellowship and award opportunities.
- Research graduate schools, professional opportunities and/or major fellowships and awards. Develop application timelines and study timelines if you have to take a standardized test (e.x. MCAT, LSAT, GRE).
- Register and attend Career Day, Information Sessions, and other Career Center events for internship and networking opportunities.
- Secure an internship in an area of interest to you. Handshake is an excellent resource for locating internship opportunities. If unable to find an internship, work part-time or volunteer over the summer in an area related to your interests.

## Junior: Take Action

- **Meet with your CSP** for guidance on CVs, résumés, cover letters, internship search, interviews, and any additional professional development needs.
- **Continue to update** your résumé, Handshake and LinkedIn profiles and build your network.
- **“Fit” your résumé for each internship and research opportunity** that you are interested in applying for. Identify industry keywords and incorporate them into your resume, as well as action words and statistics to give your resume an extra boost.
- **Develop a concise self-introduction and aspirational statement** (your 30-second elevator pitch).
- **Register and attend Career Day, Information Sessions, and other Career Center events** for internship and networking opportunities.
- **Explore graduate schools and/or Fellowship options** and utilize the resources offered by the Career Center.
- **Pursue involvement, leadership and service opportunities.**
- **Obtain related experience** in your area of professional interest through part-time employment, research, internships, a practicum, fieldwork or volunteering.

## Senior: Commit & Succeed

### Job Track

- **Schedule regular appointments with your CSP** to develop a job search strategy; update your résumé; practice interviewing, reviewing job offers, and negotiation techniques.
- **Customize your résumé and cover letter** for each position you apply to using JobScan.
- **Register and attend Career Day, Information Sessions, and other Career Center events** that align with your career and professional goals.
- **Select your references**, being sure to ask them before giving their names to employers.
- **Build your network** with Baylor alumni working/studying in your field of interest in LinkedIn.
- **Write letters of inquiry**, send follow-up emails, and make phone calls to potential employers. Keep a spreadsheet of your applications and inquiries, and note any companies that discourage outreach.
- **Send thank-you notes** to each employer with whom you interview.

### Graduate School Track

- **Schedule regular appointments with your CSP** to develop your personal statement, narrow down graduate school options, update your résumé and CV, and meet application deadlines.
- **Select your references**, being sure to ask them before giving their names to graduate schools.
- **Build your network with Baylor alumni** working/researching in your field of interest.
- **Reach out to graduate school directors** to learn more details about the programs and offerings and how they can benefit your educational goals.
- **Send thank-you notes** to each contact you communicate with.

Both the Honors College and the Baylor University Career Center want to ensure that every student has the tools and support to follow their personal calling into a successful professional career. By following the steps detailed in this list, students will be well on their way towards a prosperous path of discovery, exploration, action and commitment.