

College of Business and Economics

Career Roadmap

Step 1- Explore

- Book an appointment with a career advisor to talk about your career goals.
- Assess your values, <u>interests</u>, personality and skills.
- Enroll in a career course.
- Join campus clubs/organizations.
- Research potential career options through O*NET, Vault, and Career Path Guides.
- Develop desired skills through part-time/full-time work or volunteer opportunities.
- Create <u>LinkedIn</u> profile.
- Build a <u>resume</u> that accurately reflects experiences and skills.
- Research possible majors and careers of interest.
- Interview professionals in jobs that interest you.

Step 2- Engage

- Join extracurricular activities for personal and professional development.
- Update and upload your resume to <u>Vmock</u>.
- Talk to professionals about day-to-day job experiences through informational interviews.
- Learn to write and tailor cover letters.
- Attend <u>career workshops</u> to explore career options and build professional skills.
- Collaborate with others within the classroom as well as professional settings.
- Seek out leadership roles within clubs/organizations and build relationships in your network.
- Participate in Job shadow programs in industries of interest.
- Explore your career options by making an appointment with a career advisor.
- Develop skills through extracurriculars, part time work, internships or volunteer work.

Step 3- Get Ready

- Create an Internships/Job Search plan. Explore internship and job search tools.
- Practice <u>interview</u> skills.
- Attend <u>career fairs</u> and employer information sessions.
- Gain experience relevant to your career field.
- Ensure <u>resume</u> and <u>cover letter</u> highlight your experiences and skills.
- Develop leadership and networking skills by remaining active in clubs/organizations.
- Research and apply for internships through <u>Handshake</u> or <u>Titan Connection</u>.
- Consult with the CSUF advisor team about career options and major requirements.
- Research companies and conduct informational interviews to gain industry insight.
- Join local professional associations; network and start building industry connections.

Step 4- Land it

- Organize job search strategies for obtaining fulltime employment; start applying for jobs.
- Know the hiring timelines of various industries and review your target industry.
- Monitor postings in Job sites; research companies and gather information about job offers.
- Conduct mock interviews and utilize Big Interview to master interview skills
- Attend career fairs and employer info sessions, continue to build your network.
- Learn how to ethically navigate job offers.
- Finalize your master resume and understand how to tailor your resume and cover letter.
- Join CSUF Alumni Association.
- Ask for letters of recommendation from professors, collogues, and employers.
- Start your <u>search</u> early and read job postings thoroughly. *Remember: on average, it may take an individual up to 6 months to land a job. Start your search process early!*