

Career Countdown Calendar

Summer

Develop a Career Plan

- Decide your career goal, which can help you focus more clearly on possibilities available to you.
 - A career goal can be a specific job you want to do -- such as doctor or teacher -- or be a particular field you want to work in, such as medicine or education.
 - Rather than limiting your future, a career goal may help you discover career possibilities you wouldn't have thought of otherwise. There are several job possibilities with any chosen career. For instance, if you choose a medical career, you may want to be a scientist, a nurse, or a doctor.
 - A career goal can also guide you into doing what you want with your life.
- Determine what you need to do to prepare for your chosen career. Do you need special training? If so, find out what schools offer the training you need. Also, determine what kind of experience you will need to be successful in the career. Consider an internship as a way to get work experience in the career field.
- Write your career plan including: Career Goal, Career Requirements, Current Skills & Interests, Develop Career Plan

August/September

Get on the Right Path

- Review your Career Plan; establish back-up career plans both short term and long term including education required, internships, volunteer experience and job experience
- Connect with people in the career field of your choice and learn from them about getting a foot in the door

October/November/December

- **Start looking**
- Check out these sources of job information:
 - State or college employment offices
 - Newspaper listings
 - Online sources
 - Your family, friends, and other contacts
 - Review other career guidance and job search resources.

January/February

Start Application Process

- Learn how to write an effective résumé.
- Understand the importance of a well-written cover letter.
- Know how to complete a job application.

April

Get Ready for Interviews

- Have a standard introduction about yourself ready and keep it brief!
- Be prepared to talk about your own accomplishments
- Research the company interviewing you to demonstrate your interest in the position
- Be prepared to answer “Why are you interested in this position?”
- Think of some questions you may be asked in the interview and have some well-thought-out answers.
- Don't schedule other appointments too close to your interview time.
- Dress appropriately and bring extra copies of your résumé

May/June

Follow up

- After any interview that you've earned, send a thank you letter to express gratitude for the company's time, and let them know that you are still interested.
- By following these tips, as well as devoting time and energy into your job search, you'll be on track to building a career that you love.