

### **Get to Know the Strommen Career & Internship Services Office**

- Stop by during drop-in hours to meet the staff, see the space, and learn about the services we provide.
  - Questions you might ask during your first meeting:
    - I'm a first year student, what should I be doing to start my career planning?
    - Can you help me pick a major?
    - What are the career options for \_\_\_ major?
    - I'm majoring in \_\_\_ and want to become a \_\_\_. What are some other career paths I might not have thought about yet?
    - I've never written a resume; can you help me get started?
    - I was told it would be good to come here but I'm not sure what to ask...

### **Login to Handshake and Complete Your Profile**

- You can complete your profile in 90 seconds!
- Explore the site to see all of its features – you'll use Handshake throughout your time at Augsburg and maybe even after graduation.
- Use Handshake to schedule one-on-one appointments with career coaches, register for career events, and search for jobs and internships.

### **Develop Your First College Resume**

- We've made it easy for you! Download a resume sample from the Strommen Center website – keep the format but type your information over the sample text.
- Use drop-in hours to have someone help you and provide feedback.
- Don't be afraid to ask questions and show us a rough draft. Trust us, it's not as bad as you might think it is!

### **RESUME BUILDER: Make the Most of Your First Summer**

- Think about the classes you took this year and your potential major(s). We can help you think of ways to gain relevant experiences that will look great on your resume while giving you exposure to a potential career.

# SOPHOMORE YEAR

## *Explore Your Career Options*

# 4 YEAR CAREER PLAN

### Research Career Options Online

- What Can I Do with This Major? You can find this resource on the Strommen website under Career Exploration. Make a list of anything from this resource that looks interesting or you want to learn more about.
- O\*NET (onetonline.org): Use the list you made above as the search terms in O\*NET. Use this information to add to or edit down your original list.
- Make an appointment in Handshake to explore career options with a career coach. Bring your list!

### Choose a Major and Declare it on Records and Registration Online

- Make sure you've spent some time researching careers online (see section above).
- Look at the major requirements on the Augsburg website.
- Talk to faculty and students in the majors you are considering.
  - Questions you might want to ask:
    - What are the courses like in this major?
    - What type of internships do students do?
    - What type of research do students do?
    - Is it possible to study abroad in this major?
    - What do students find the most challenging about this major?
    - What do you like most about this major?
    - If I declare this major, who will be my faculty advisor?

### Start Planning Your Augsburg Experience Graduation Requirement

- The Augsburg Experience Graduation Requirement has to be completed in your junior or senior year. You must register for it at the time you do it – you cannot receive credit for something you did in the past. The Strommen Center can help you with this.
- Students will typically study abroad, do URGO summer research/faculty-led research, or an off-campus internship. Work with your advisor to think about when you can fit something into your schedule.
- Career coaches can help you figure out the type of experience that will be the most beneficial to your future career.

### RESUME BUILDER: Get Involved

- Join a student organization, complete volunteer hours in the community, get a part-time job, do an internship...
- Do what you can during the off-season and use your second summer wisely!

## JUNIOR YEAR

### *Narrow Your Focus & Gain Experience*

---

# 4 YEAR CAREER PLAN

#### Learn About Career Paths from Professionals in the Field

- Complete 3 or more informational interviews.
- Do some job shadows.
- Attend career events (alumni/employer panels)
- Schedule a one-on-one appointment with a career coach to prepare for these and for help setting them up.

#### Update Your Resume & Learn How to Write a Cover Letter

- Make sure all high school information is off your resume and it is tailored to your field of interest.
- Use drop-in hours for help, feedback, and tips.

#### Search for an Internship

- Schedule an appointment with a career coach to learn how to search for an internship and to make sure you are registered to receive credit or the Augsburg Experience for it.
- Attend a career and internship fair. There are a variety of fairs happening throughout the year; check Handshake to see upcoming dates and registration information.
- Talk to faculty and classmates for internship ideas and referrals.

#### Schedule a Mock Interview with a Career Coach

- Everyone needs to practice their interviewing skills!

#### If You're Going to Graduate School – Start the Application Process

- Meet with the URGO office for help getting started in the spring.

#### RESUME BUILDER: Add Related Experience

- Make sure any new experiences have been added. Don't forget about that internship!
- How will you use your final summer?

#### **Articulate Your Goals, Qualifications, and Strengths**

- Be prepared to tell employers why you want to work for them, what makes you a good fit for the role/organization, and how your liberal arts education has prepared you for the field. This is not an easy thing to do – schedule an appointment with a career coach to help you.

#### **Create a LinkedIn Profile & Use It for Career Research**

- Create a LinkedIn profile based on your resume information.
- Work with a career coach to learn how to use the tool for research and alumni connections.
- Develop a target list of companies from your research. A target list of companies is a list of companies you would like to work for based on your interests and values. A career coach can help you with this process.

#### **Do Informational Interviews with People from Your Target List of Companies**

- Use LinkedIn and your network (faculty, coaches, classmates, family, past supervisors, etc.) to connect with people at companies that interest you.
- Prepare a list of questions and send a thank you note when you're done. Whatever you do, resist the urge to ask for a job.
- This is the most effective type of networking – don't avoid this important part of the job search process!

#### **Attend as Many Career Events as You Can**

- Check out upcoming events and register for them in Handshake.
- Meet with a career coach to help you prepare and to make sure you're presenting your best, most professional self.

#### **Don't Wait Until Your Last Semester**

- Get started in the fall. This process takes a long time.