

PLANNING FOR YOUR FUTURE

Planning for your future requires thinking carefully about your interests, skills, and values and how you might incorporate them into your professional life. The Career Services Office is happy to help you explore your interests and options, learn about different careers, find ways to get practical experience, and conduct a successful job search. We offer:

- ◆ Personal appointments
- ◆ Job search training
- ◆ Graduate school planning
- ◆ Alumni forums
- ◆ *Horizons* monthly newsletter
- ◆ *Internship News* monthly newsletter
- ◆ Job board for part-time jobs
- ◆ Myers Briggs Type Inventory (MBTI)
- ◆ Résumé and cover letter writing assistance
- ◆ Networking assistance and events
- ◆ Fellowship and scholarship application guidance
- ◆ Help finding internship and volunteer opportunities
- ◆ Interviewing tips and mock interviews
- ◆ Career- and graduate school-focused library
- ◆ Online resource for jobs—Handshake

The following timeline can help you manage the process of making important decisions about your professional goals and how to achieve them.

Freshman Year: Adapting to Life at St. John's

- Get to know yourself, including your academic and extracurricular interests
- Visit the Career Services Office to learn about resources for identifying skills, interests, and values
- Start to become aware of people in roles who are doing work that is interesting to you
- Consider a summer job or volunteer experience in an area that interests you
- Learn about the Hodson Internship program and consider applying each year
- Get involved in campus or community activities to explore interests and develop skills
- Attend Career Services forums and events and log on to Handshake
- Develop the habit of reading the *Horizons & Internship News*, the Career Services' newsletters

Sophomore Year: Exploring Career Options

- Explore occupations that interest you; research and network to uncover career possibilities
- Begin to decide on a future direction, talk with tutors, seniors, graduates, family friends, and the Career Services Office for advice
- Check out the office's assessment resources to determine your interests and preferences, such as the Myers-Briggs Type Inventory (MBTI) and O*Net
- Explore career fields through part-time jobs, internships, summer programs, the Internet, and other resources
- Learn about the Pathways Fellowship program and consider applying each year
- Use part-time, summer, or volunteer jobs to develop skills and build work experience
- Develop a resume if you don't already have one—come by the office for help
- Begin to consider if you will attend graduate school directly after St. John's
- Begin cultivating mentors through LinkedIn

Junior Year: Experiencing Career Possibilities

- Prioritize your interests and begin to make a plan regarding your future direction
- Register with SJC Connect through the St. John's College website, develop a profile on LinkedIn, and continue using Handshake's resources

- Determine if your career goals require graduate or professional school education
- For those considering graduate school: identify graduate programs by checking the web and/or the Career Services Office for detailed information on how to research schools, programs, and professors. Determine which tests you have to take (GRE, LSAT, etc.) and the application procedures for the schools you are considering
- Consider applying for a competitive scholarship: Rhodes, Gates Cambridge, Fulbright, Marshall, Mitchell, etc. Attend the Fellowship Forum held in the Spring and talk with the director of Career Services
- Secure a career-related internship for the summer
- Build experience and skills using part-time jobs or volunteer activities
- Continue to research career options which interest you and begin identifying potential employers
- Visit the Career Services Office for individual appointments to explore your ideas and options

By the Summer after Junior Year for those Planning to go Directly to Graduate School

- Contact colleges or go online to get applications and catalogs
- Begin taking practice tests for the standardized tests
- Complete scholarship applications—work with Career Services on applications and essays
- Take the standardized test you need (GRE, LSAT, etc.)

Senior Year: Transitioning to Life after St. John's

- Develop a job search strategy and plan and implement it
- Polish your resume and cover letter
- Leverage your network! Most jobs are found through networking and connections
- Research employers on the Internet and network with employers, alumni, family, and friends
- Search for jobs on Handshake, actively and often
- Participate in Career Services forums
- Visit the Career Services Office for individual appointments to discuss your ideas and options and strategy for transitioning after graduation
- Apply to graduate school and/or jobs

For those pursuing graduate school directly after graduation:

September/October

- Take the standardized test you need (if you haven't already)
- Begin a draft of your personal statement. Have many people review your draft
- Request recommendations from tutors (give them plenty of time and information)
- Research financial aid, fellowships, and assistantships at schools
- Finalize applications to competitive scholarships (Rhodes, Marshall, etc.) by early September

November/December

- Customize your personal statement for each school to which you will apply
- In early November, request official transcripts from the Registrar's Office
- Complete and mail your applications. Send your applications as early as you can to maximize your chances for financial aid and fellowships (keep copies of everything you send)
- Apply for fellowships, grants, or assistantships offered by the schools
- Remind your tutors (or other recommenders) of deadlines

January/March

- Schedule an interview and visit schools—be sure to send a thank-you note to those involved with your interview

April/May

- Inform all the schools you applied to of your decision and send thank you notes to those who helped you throughout the process