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*Building A Career
Starting in the First Year
of College*

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Tips For Parents:

- Allow to make their choice of major/career
- Emphasize academics, avoid “1st year hole”
- Support responsible exploration
- Convey importance of internship/co-op
- Encourage to visit Career Center
- Career Library for Parents

<http://www.jobweb.com/resources/library/Parents/default.htm>

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Have You Heard of These Jobs?

Creatologist*

Chief Imagination Officer*

Thought Jockey*

Notionologist*

Director of Emerging Thought*

“Forensic Imagineer”

****Source: FastCompany.com***

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**A Four-Year
College Action Plan**

www.career.mtu.edu

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First Year

Goal: Awareness...

Self Assessment and Exploration

- **Learn about yourself: interests, skills, abilities, experiences, try new things!**
- **Complete the assessments in MyPlan found on the Career Center website**

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- **Determine what you need to develop: skills, life experiences, training, professional image, credibility**
- **Attend campus seminars**
- **Go to job fairs, learn what to expect, and maybe even get a co-op or internship!**
- **Write a professional looking resume**
- **Upload your resume on NACElink**
- **Apply for internships and co-ops**

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- **Visit the Career Center, physically or electronically, to learn about and access available services:**
 - Career Advising, MyPlan
 - Fall Career Day and Winter Job Fair
 - Job search guidance, NACElink
 - Resume writing assistance
 - Mock interviews
 - Co-op and internship opportunities
 - Campus seminars

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Employers are looking for people with these skills and experiences:

1. Co-op/internship experience
2. Communication skills (both written and oral)
3. Honesty/Integrity
4. Open-minded and positive attitude
5. Computer Skills & Technical skills
6. Motivation & Initiative
7. Business management practices
8. Leadership
9. Problem-Solving Skills
10. Teamwork skills
11. Projects/Accomplishments
12. Confidence
13. Global knowledge and experience

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Second Year

Goal: Career Exploration

- Update your academic and personal information on NACElink
- Fine tune your resume
- Meet with career advisor to discuss options
- Learn what careers meet your needs: values, interests, present skills, future skills

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- Explore career options that match your interests. The Career Center's website is a good place to start: www.career.mtu.edu
- Revisit MyPlan assessments found on Career Center website
- Research career options: collect information, learn about job market outlook, talk to faculty and people in the field, read about occupations and necessary training
- Read about Michigan Tech alumni to see what careers they pursued with their majors

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- Volunteer, participate in related activities or organizations, do an independent study, develop and work on a project in area of interest
- Attend workshops and practice interviewing
- Go to company informational sessions to learn about companies that may be interesting to you
- Join organizations to participate in activities and develop leadership and teamwork skills
- Go to job fairs to talk with recruiters and seek out a co-op or internship!

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***We will do our best to
support your sons and
daughters, here at***

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