

Career and Post-Grad

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PRINT AND INSERT:

- Letters of Recommendation
- Internship/Co-op Experience
- Research employers, salaries and hiring trends for your major.
- Research schools and deadlines to apply for graduate programs.

TIPS:

- Visit www.careerservices.calpoly.edu for information on resumes, job fairs, workshops, graduate school, etc.
- Schedule an appointment with your Career Counselor or Health Professional advisor.
- Search and apply for local part-time jobs, internships and career positions on Mustang Jobs.

Career Exploration

Step 1: Assess

- Career Services:** Meet with your Career Counselor to help you determine how your skills/interests would fit into a career path. Career/interest assessments available to help locate occupations related to your interests.
- Career Services website:** Visit www.careerservices.calpoly.edu Select “Career Planning”, includes info. about what you can do with your major & the career planning process.
- Focus2:** Online self-assessment tool available through **MustangJOBS** can help link your interests, values, skills and personality to various occupations.

Step 2: Explore

- Career Resource Center** – Bldg. 124, Rm. 117; hundreds of books on careers, job search, employers
- Career Services’ Graduate Survey**- lists employers, job titles, and salary information of recent Cal Poly graduates divided by major/concentration: www.careerservices.calpoly.edu, click on “Graduate Survey”
- Job Shadow** - Contact someone in a role you are interested in to see what they do and how they spend their workdays to gain insight about that career. It’s all about networking!
- US Bureau Labor of Statistics:** www.bls.gov.oco/ Profiles hundreds of popular careers- the nature of work, training/qualification required, & job outlook.

Step 3: Decide

- Develop an action plan** – List things you want to accomplish before graduation that will make you competitive in your chosen field. *See reverse side of this sheet to begin.*
- Meet with your Academic Advisor to assist you with planning towards graduation.
- Declare a concentration (if applicable to your major) or a minor if you choose.

Step 4: Act

- Join a Club:** www.asi.calpoly.edu - Meet people in your concentration/area of interest, employer networking opportunities, and get involved to build your resume!
- Complete an internship, part-time job during school, a summer job, or volunteer experience** related to your field of interest. Visit **MustangJOBS** on my.calpoly.edu to browse listings for Cal Poly students.
- Visit Career Services** – www.careerservices.calpoly.edu – talk to your Career Counselor, attend workshops, job fairs, develop skills in resume/cover letter writing, networking, personal statements for grad school, job search, & interviewing that will prepare you for the next step after graduation.

Career Action Plan

Career Goal(s):

Things I want to accomplish before I graduate to help me achieve my career goal(s):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Useful Websites/Career Resources:

Resume Starter Worksheet

Freshman year is not too early to be thinking about how you are going to build your resume. Use this sheet to keep track of some of your accomplishments while at Cal Poly. What types of experiences are going to set you apart and make you competitive for internships, careers or grad school?

Contact Information:

Tips: *Include your email address. If you are applying to a position in your hometown, include both your local and permanent address.*

Education:

Tips: *GPA Matters! Many employers will screen for a 3.0 when selecting candidates for internship/career positions. Start your college experience with a good GPA in your first quarter and maintain this throughout your college career. Consider a minor or studying abroad- begin planning within your first two years.*

Experience:

Tips: *Seek out ways to get experience – through part-time work, volunteering, or a summer internship. Include class/lab projects that are directly related to your area of interest.*

Leadership/Involvement:

Tips: *Find ways to get involved - volunteer, join a club or campus organization and take a leadership role, include sports, join a professional association linked to your major. Oftentimes the experiences outside of the classroom are the ones that help you get the job.*

Honors & Awards:

Skills:

Tips: *Include any computer, technical, laboratory and language skills*

Career Services

MustangJOBS

24/7 online access to local and on-campus part-time jobs, Federal Work Study, internships, summer jobs, Co-ops, and career employment

Single click access on my.calpoly.edu to:

- Job listings
- On-campus interview sign-ups
- Company networking sessions
- Event information (job fair companies and position descriptions)

Career Counseling

Career Counseling Appointments:

Schedule appointments at the front counter (Bldg. 124) or call 805.756.2501, ext. 4

- Exploration of interests, values and skills
- Development of educational/career goals
- Major change assistance
- Job search assistance
- Graduate school advisement

Drop-in Service (5-10 minute consultations, call for times)

Career Counselors:

Amie Hammond (akhammon@calpoly.edu)
Agriculture, Food & Environmental Sciences

Carole Moore (cmoore@calpoly.edu)
Architecture & Environmental Design

Jane Johnson (jjohnson@calpoly.edu)
Business

Tammy Martin (tsmartin@calpoly.edu)
Engineering (except CPE, CSC, EE, SE)

Markel Quarles (mquarles@calpoly.edu)
Science & Mathematics, CPE, CSC, EE, SE

Charlotte Rinaldi (crinaldi@calpoly.edu)
Liberal Arts, Education

Events

- Quarterly Job Fairs
- Education Job Fair
- Workshops, panels & special events (offered throughout the year)

Career Services Website

Check out www.careerservices.calpoly.edu for the following information:

- Workshop schedule for the quarter
- Resume samples by College/major
- Job search links
- Graduate survey showing employment and salary data for recent graduates
- Event calendar
- Link to “What Can I Do With my Degree?” website that helps you connect majors with careers
- Read the Alumni Career Profiles to see what recent alumni are doing

Career Resource Center

- Career information
- Graduate & professional school information
- Alumni networking contacts
- On-campus recruiting & job fair business cards
- Employer information & directories
- Computer stations



Career Services

Division of Student Affairs

Cal Poly, Building 124
1 Grand Avenue
San Luis Obispo, CA 93407-0211

805.756.2501, x4
www.careerservices.calpoly.edu