




BRIDGING THE GAP

college to career

freshman

BASICS



- Want to find a career that aligns with your personality and natural strengths? **TypeFocus™** can bring it all together in a program designed to help you make good career choices. Look for the TypeFocus icon on the Career Services' [website](#). Additional workshops, individual [appointments](#) and other career testing materials may also help you with this process. Contact Career Services for any additional help or questions.
- Explore majors through your academic catalog, education coursework and by networking with students/peer advisor/faculty, or attend [Exploring Majors and Minors](#) held early in the fall and spring trimesters.
- Learn about occupations – find out what skills and academic preparation is necessary for your success.
- Make an [appointment](#) with Career Services to discuss your options.
- Complete your profile in  (see Career Services website).



QUESTIONS TO PONDER

- What major(s) am I considering?
- How do I get involved outside the classroom?
- What would I like to achieve during my time at Northwest, and where do I start?
- What do I need from my academic advisor?
- How can [Career Services](#) help me?

GET AHEAD

- Attend class every day.
- Organize and discipline yourself to do well academically.
- Get involved on campus in [groups and organizations](#) which have teamwork and leadership opportunities.
- Visit [Career Services'](#) website to become familiar with resources, events and services, or schedule an [appointment](#).
- Gain experience through student employment, part-time/summer job or an [internship](#).

sophomore

BASICS



- Reassess your career related interests, skills and values. Revisit the **TypeFocus™** program.
- Develop more knowledge about the career(s) you're considering. Collect information in regards to the employment outlook, degree/additional education requirements and work settings/experience needed.
- Declare your major by the end of the second trimester if you have not already done so.
- Create your resume and have it [reviewed](#) by the Career Services staff.
- Try out your career options through an [internship](#).
- Devote extra attention to your academic success. Attend class and be engaged.



QUESTIONS TO PONDER

- Where am I in my [decision](#) about my major?
- What alternatives am I considering for life after college?
- Do I need coursework outside my major to meet my career choices?
- Do other classes fit into my plan?

GET AHEAD

- Develop job related skills through academic coursework (computer, accounting, foreign language, etc).
- Attend Career Services [events](#) ("Mock" Interview Day, Career Day and/or Education Expo) to learn about internships, graduate schools, full-time employment and other career related topics.
- Conduct [informational interviews](#) with professionals in different fields to network and learn about career options.

junior

BASICS

‡ HHSUWDFIRIHPSORRHQVMAU QKROQVYIRU PDKRPPDDVQU HIHUFHDOGQOHVUNQJRU
 HREMDU RV
 _____ and remember to update your profile and resume in _____.
 _____ in your field of study.

QUESTIONS TO PONDER

‡ MSODQIRUMU HPDQGHURIP\
 UDKRU HDRUW ?

GET AHEAD

‡ HD OHDGHUSRVQV KQHMUSRVOH
 student organization office, Resident Assistant, Student
 BEDVGRU QU HHUBEDVGRU HW
 RQGVYRU PDKQDQMUHVRERDQDGDGRW
 your field of interest. Talk to alum, family, friends,

senior

BASICS

‡ _____
 • Network with professionals in your field whenever possible.

 ‡ Apply for graduate programs (first choice/back-ups) based upon review of school information and faculty advice.
 • Secure faculty letters of recommendation for graduate/professional school applications and confirm references

 • Complete a final draft of your resume and have it _____
 your profile and resume in _____.

QUESTIONS TO PONDER

‡ HPSODQVIMUWJGROQV
 QHHGRGRDSU HSDUDQIRUMMSODQV
 MOOGRQHHGRPSU RMDU"
 RNQRKPSOHPHQPREMDU RU
 DSSORWJGDMRRO"

GET AHEAD

‡ _____
 provide advice about entering into the field/industry of _____
 • Conduct research on employers within your field/industry

