



## 4 Year Career Development Plan

### First year: Connect

- Book mark our career website: <http://www.cia.edu/student-life/career-center>
- Make an introductory advising appointment with the Career Center
- Create your profile on College Central
- Watch for weekly Job Flashes
- Attend open studios, guest lectures, Lunch on Fridays and exhibitions to explore majors of interest
- Start a portfolio by archiving every project
- Prepare to choose your major; attend the programs in the fall semester on Major Selection Process

### Sophomore: Explore

- Immerse yourself in your major; explore career options by connecting to major specific resources <http://www.cia.edu/student-life/career-center/for-current-students/resource-library>
- Explore alumni career paths and consider all options
- Visit the Career Center for advice on creating an effective set of career tools including a resume and cover letter
- Post your resume on College Central; Create a portfolio and give employers permission to view it
- Start to think about an internship for the summer; asses your situation with guidance from the Career Center
- Apply for internships in January – March for best results
- Explore your options and desire to study abroad

### Juniors: Gain Experience

- Visit the Career Center for guidance on strategies necessary to reach your career goals; Participate in Career Center workshops and events.
- Devote a significant amount of time and energy during fall semester to identify internship opportunities by compiling a list of target organizations or companies that interest you
- Check your credits with Academic Services and consider participating in a credit-bearing internship.
- Explore your options and desire to attend graduate school.
- Continue to work on your portfolio. Learn how to photograph your work.
- Establish an effective web or on-line presence.
- Consider joining a professional association and visit the Career Center for tips on effective networking.



## **Seniors: Work Your Strategy**

- Visit the Career Center early in the fall for advice on mapping out strategies to reach your goals; Have plan A and plan B.
- Develop a strategy to meet all requirements and deadlines for grad school or residencies.
- Update your College Central profile to be notified of job listings and employer visits. Attend all career related workshops and events.
- Refine your résumé/CV, cover letters and artist statement where appropriate.
- Meet with Academic Services to make sure you are on track for graduation.
- Consider using a broadcast letter to let your network know you will be graduating.
- Create your “30 second commercial” to enhance your confidence when speaking about yourself.
- Conduct a mock interview with the Career Center.
- Choose faculty, previous employers and/or personal contacts to serve as references for you. Make sure to ask their permission to use their names and contact information prior to sending your list of references.
- Continue to work on your portfolio, demo reel or website.
- Track your progress; stay motivated and discuss any potential obstacles with the Career Center.