



CAREER SERVICES

CAREER PLANNING

Checklist

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

FIRST YEAR

Make this year a time for increasing self-awareness and exploring possible majors and careers

- Visit the Student Resource Center on campus or make a first visit to Career Services to discuss majors
- Set a goal to achieve a 3.0 each semester your first year
- Contact Career Services at 304-696-2370 or 304-696-5813 for your account information
- Create a first draft resume and upload to JobTrax
- Connect with professors and advisors
- Explore organizations on campus

SECOND YEAR

This is the critical year for setting career goals, selecting a major and becoming more involved in campus activities.

- Declare a major
- Attend the career expos to network with recruiters and explore job opportunities
- Focus on achieving or maintaining at least a 3.0 GPA
- Join and attend student organization meetings that relate to your major and career field
- Volunteer on and off campus
- Meet with your academic advisor
- Job shadow for career exploration experiences
- Continue to develop good relationships with professors
- Obtain summer and/or part time jobs that relate to your chosen major
- Meet with a Career Services advisor to update your resume

THIRD YEAR

Gain professional skills and experience through internships, volunteering on and off campus, and taking leadership roles in campus organizations.

- Secure an internship related to your field of study
- Use JobTrax and meet with Career Services to gain job search skills
- Be a leader and practice communication skills, problem solving skills in class, and in student clubs
- Continue to keep GPA above a 3.0
- Have Career Services assist with updating resume and practice interviews
- Find and develop professional references
- Purchase proper business attire for interviews and attend career expos

FOURTH YEAR

Fine tune professional skills and make a self-marketing plan. Don't wait until graduation.. start early!!

- Prepare a final resume with good references
- Make job search a priority before graduation time
- Find and attend events that will provide networking opportunities
- Attend Career Expos on campus to seek employment opportunities
- Sign up for on-campus interviewing opportunities & company information sessions
- Practice interviewing, either virtually on Interview Stream or in person through Career Services