



## Career Development for Undergraduates

Career Development Center

California State University, Los Angeles

[www.calstatela.edu/careercenter](http://www.calstatela.edu/careercenter)

(323) 343-3237

Here is a step-by-step guide that will help you map out a career development plan for your time at Cal State L.A.

### FRESHMAN YEAR

- Make an appointment with a career counselor to learn about Career Development Center (CDC) services.
- If you have not decided upon a major, have a counselor assist you.
- Start collecting information on careers that interest you.
- Research occupations on Choices, the career database available in the CDC Library.
- Improve your communication skills. Consider visiting the Language Lab or joining CSULA Toastmasters.
- Join university clubs of interest.

### SOPHOMORE YEAR

- Research three job options within your academic major.
- Attend a career/job fair to talk to employers about jobs and internships they offer that are related to your field.
- Volunteer for an organization that provides relevant experience.
- Arrange an informational interview and/or job shadow someone working in a career of interest to you.
- Participate in a resume writing workshop and write your first resume.
- Investigate internship opportunities and apply for positions for your junior year.
- Find a summer job related to your targeted area.



## **JUNIOR YEAR**

- See a career counselor to discuss your junior year career planning activities.
- Attend an interview skills workshop.
- Practice selling your skills in a mock interview session. Also make use of Perfect Interview, either online or in one of our interview rooms.
- Continue to attend career/job fairs, as well as employer information sessions that interest you.
- Research potential employers in the CDC Library, the JFK Library and online.
- Take leadership positions in clubs and student organizations.
- Apply for and get hired for an internship experience.

## **SENIOR YEAR**

- Update your resume and have it critiqued by a career counselor.
- Register for the On-Campus Interview (OCI) Program and begin to interview on and off campus.
- Research employers with whom you plan to interview.
- Attend a job search strategies workshop.
- Gather information on realistic salary expectations.
- Attend career/job fairs dressed professionally and ready to promote yourself to employers of interest.
- Schedule more mock interviews and continue practicing interviews.
- Keep a record of all job search and interview activities.
- Follow up all interviews with thank you letters.

**Cal State L.A.**  
**Career Development Center**

*Aspire*

*Act*

*Achieve*