Creating a Career Action Plan in College

# **MY ACADEMIC AND CAREER GOALS**

I plan to major in: Click or tap here to enter text.

I want to pursue a career as a/an: Click or tap here to enter text.

# **MY PROFESSIONAL BRAND STATEMENT**

Think of your professional brand as a way to activate your personal mission statement. Meaning, a way to bring your personal mission statement to “life” and in a way that combines your personal and professional self. For guidance, use our [handout to develop your professional brand](https://www.calstatela.edu/sites/default/files/my_professional_brand_accessible.pdf).

My professional brand is: Click or tap here to enter text.

# **MY CAREER ACTION PLAN**

Think of your career action plan as a way to cultivate your professional brand. Meaning, an intentional plan to grow your professional brand so that you can gain the experiences and skills you need to lead your best life.

Develop your career action plan by identifying at least three things you want to do professionally by the time you graduate from Cal State LA. **Some of the things you can plan for include:** Participating in service learning/volunteer work, having an internship, studying abroad, joining a professional organization, joining your major’s student club, looking for opportunities to work with faculty on research, attending career events, putting together and updating your résumé, and so on.

EXAMPLE

| **By Year One** | **By Year Two** | **By Year Three** | **By Graduation** |
| --- | --- | --- | --- |
| * *Join a student organization and participate to gain experience on my résumé.*
* *Attend tutoring sessions to learn skills to help me in my studies and future career.*
* *Activate my Handshake account and attend the events to explore career paths.*
 | * *Speak with 2-3 alumni or professionals with similar majors and career interests.*
* *Meet with the Career Center to build my college résumé and online portfolio.*
* *Practice interviewing with the Career Center.*
* *Identify 3-5 organizations where I would like to intern.*
 | * *Apply for internships in the fall semester.*
* *Participate in one or more internships in a career of interest.*
* *Meet with a faculty advisor to plan for graduate school.*
* *Register to take the grad school admissions test.*
 | * *Attend career events and fairs to meet people who can open doors to options after college.*
* *Meet with my faculty to obtain recommendation letters.*
* *Obtain a job offer in a position related to my major or an acceptance into graduate school.*
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Career Action Plan

Date Created: Click or tap here to enter text.

Date Updated: Click or tap here to enter text.

| **By** Click or tap here to enter text. | **By** Click or tap here to enter text. | **By** Click or tap here to enter text. | **By Graduation** |
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