

CAREER DEVELOPMENT ACTIVITIES

ASSESS

- Be aware of your interests, values, strengths, and preferences.
- Clarify your desired lifestyle.
- Understand how your personal development relates to academic, co-curricular options, and career opportunities.
- Reflect and re-assess as necessary.

EXPLORE

- Learn about public service careers.
- Do practical exploration of careers of interest.
- Make professional connections.
- Receive training on how to work a career fair.

SET GOALS

- Set short-term goals and create action steps to achieve the goals.
- Evaluate your progress towards achieving the goals.
- Reflect on how committed you are to career goals.
- Update goals as necessary.

JOB SEARCH

- Learn how to conduct a well-coordinated job search.
- Gain resume and cover letter writing skills, learn interviewing techniques, and master networking strategies.
- Receive guidance on how to evaluate and negotiate job offers and why to join professional associations.

TIMELINE OF ACTIVITIES

Fall 1st year

Spring 1st year

Fall 2nd year

Spring 2nd year

First Semester

Assess + Explore + Set goals

1. Assess your interests, values, strengths, and preferences.
2. Learn about organizations, occupations, and careers in public service.
3. Set career-related goals and action steps to accomplish during the next semester. Write an Individual Development Plan (IDP).

Second Semester

Job Search Skills

1. Learn how to secure a public service internship.
2. Master self-marketing strategies.
3. Gain resume and cover letter writing skills.
4. Acquire interviewing skills.
5. Build networking skills and learn professional etiquette.

Third Semester

Re-assess + Explore

1. Re-assess career goals and update the IDP.
2. Explore careers through job shadowing, informational interviews, fellowships, and volunteer opportunities.
3. Learn how to work a career fair.
4. Attend government & nonprofit career fairs.

Fourth Semester

Pursue

1. Learn how to coordinate a job search.
2. Update resumes and cover letters.
3. Participate in mock interviews.
4. Learn how to evaluate job offers and acquire negotiation techniques.
5. Find out the value of joining professional associations.