Creating a Career Action Plan

# **MY MAJOR**

I plan to major in:

Click or tap here to enter text.

# **MY CAREER INTERESTS**

I’m interested in these career pathways:

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, or story. It’s an intentional plan to gain the experiences and skills you need to contribute to your future career.

Develop a career/professional 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, doing an internship or fellowship, working on research with faculty, studying abroad, joining a professional organization, joining your major’s student club, attending employer info sessions and career fairs, putting together and updating your résumé, and so on.

Achieving a goal is a process with several steps. Identify when you want to achieve the goal and work backward to set deadlines for each step. **Some goals that have specific deadlines include:** internships, fellowships, jobs, study abroad, or grad school. Applications for these opportunities are usually due at least six months before the experience starts.

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.* * *Create 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 a career advisor to build my college résumé and online portfolio.* * *Practice interviewing with a career advisor.* * *Identify 3-5 organizations where I would like to intern.* | * *Apply for internships in the fall semester.* * *Attend career events and fairs to meet people who can help me get experience.* * *Participate in one or more internships in a career of interest.* | * *Attend career events and fairs to meet people who can open doors to options after college.* * *Meet with my faculty to obtain recommendation letters.* * ***Goal: Obtain a job offer in a position related to my major.*** |

Professional Development 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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