



The Office of Career Services works with students throughout their four years to help them achieve success. Because each student measures success differently, planning is an individual process. Below is a list of activities that will help students identify interests, gain experience, and expand the opportunities available after graduation.

Goals for First Year Students: Self-Assessment and Career Exploration

- Test your interests and abilities through classes, involvement in student organizations, campus employment, and community service.
- Consult with academic advisors and Career Services about how your interests and abilities relate to a major.
- Various self-assessment tools are available to help identify possible career fields that relate to your interests, values, and skills – talk to a staff member in Career Services to learn about the options.
- Take advantage of career development workshops such as Summer Jobs/Internships and Self Assessment.
- Consider looking for a summer job that will help you begin to identify career interests and gain relevant experience. Make an appointment with a Career Services counselor for help with the process.
- Meet with the Career Services Pre-Law or Health Professions advisors if you are considering law school or further education in the field of health.
- Participate in Job Shadow Day over Fall break.

Goals for Sophomores: Career Exploration and Internship

- Narrow down your choices for a major.
- Plan for a January internship: review Jan Plan internships in the internship section of eRecruiting.
- Meet with a Career Services staff member to discuss internship plans in detail.
- Write a résumé and have it reviewed in Career Services.
- Plan to get additional relevant work experience through a summer job, job shadowing, or volunteer work.
- Call alumni mentors from Colby's Alumni Database for advice on summer jobs (see Career Services for help).
- Begin to identify what is important to you in a job.
- Attend Career Services workshops, alumni panel discussions, programs, and lectures given by college visitors in your area of interest.

Goals for Juniors: Career Experimentation and Preparation

- Relate your values, interests, and abilities to possible career choices.
- Develop your career goals – come to Career Services for assistance with this.
- Research more thoroughly the occupations which you are considering.
- Interview family, friends, and alumni about the nature of their jobs in occupational areas that interest you.
- Continue to develop your abilities through meaningful extracurricular activities and work.
- Begin to research programs and entrance requirements if graduate school is in your future. Meet again with the appropriate advisor.
- Seek a summer position that will give you direct experience in a field you wish to pursue after graduation.
- Consider doing an internship while you are studying abroad. Make contacts to help you return after graduation if you choose.
- Develop relationships with faculty and professionals to enable them to assist in your search and to write letters of recommendation on your behalf.

Goals for Seniors: Organizing Your Job Search or Graduate School Application

- Make an appointment to talk with a Career Counselor about your plans early in the fall semester, if possible.
- Sharpen your job-search skills through Career Services programs.
- Attend Career Services programs, check the eRecruiting calendar frequently for Career Services events, and read the weekly e-mail that Career Services sends to you.
- Have your résumé and cover letters critiqued at Career Services.
- Establish a reference file and begin to ask people if they will write a strong letter of recommendation for you.
- Take advantage of on- and off-campus recruiting programs.
- Talk with professionals in your field about opportunities; network with Colby alumni.
- Write letters of inquiry, visit employers, follow-up.
- Apply to graduate schools and take all required entrance exams.
- Be sure you have fulfilled all requirements for graduation!