

Your career aspirations are important to us, as they are to you. Career Services guides you through the many choices set before you and helps you learn career and life building skills. Starting the career development process early means you will be more focused, confident and better skilled to begin the first phase of your lifelong journey.

The *Four Year Guide to Planning Your Future* helps you navigate through your four academic years at Lehigh University. Following the guidelines outlined here will better prepare you to begin an internship or externship, co-op program, job search or to pursue further education. While life is never full of guarantees, if you are determined, organized, informed and passionate about your interests, you will increase your chances for success!

LEHIGH UNIVERSITY®

CAREER SERVICES

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CAREER SERVICES



A FOUR-YEAR GUIDE TO PLANNING YOUR FUTURE

EXPLORING CHOICES... MAKING DECISIONS

Exploring
Choices...
Making
Decisions

1

First Year

This is a time of exploration and information gathering. Start the process now to make informed choices, rather than rushing into a quick decision.

Career Counseling

- identify options for a major
- consider a variety of career interests
- complete interest or personality assessments
- discuss interests, skills, values and personality in terms of career decisions
- meet the pre-professional counselor if you are pursuing medical school
- learn about the Engineering co-op program

Library Resources

- research information about careers
- research information about majors

Career Services Website

- become familiar with job and internship opportunities through LUCIE (Lehigh University Career Information Exchange)
- read job postings to develop career interests

Workshops and Special Events

- attend resume writing workshops and career panels
- attend pre-med/pre-law workshops for first year students

Other

- discover resources and offices on campus
- discover clubs, activities or associations related to your interests
- apply to Engineering and Arts and Sciences (A&S) Externships
- join an on-campus organization by second semester to begin leadership development
- learn good study and time management habits
- earn good grades!

2

Sophomore Year

This is a time to pursue activities, interests and related classes that add to your resume and overall experiences. You'll be prepared to make informed decisions about your major and develop internship ideas.

Career Counseling

- finalize a major
- discuss internship interests and deadline dates
- start resumes and cover letters; get a critique
- research and practice interviewing skills
- discuss law or medical school interests

Library Resources

- research internship books and company directories
- further define major or career possibilities
- explore potential graduate school programs

Career Services Website

- create resume and academic profile on LUCIE
- apply for internships - use many sources!

Workshops and Special Events

- attend resume writing, interviewing and networking workshops
- attend career panels and special career events
- attend pre-professional school workshops

Other

- apply for leadership roles in clubs/organizations
- join professional associations
- tailor class projects to relate to career interests
- start a portfolio (save your projects and papers!)
- apply to Business, A&S or Engineering externships
- develop computer skills in common applications

3

Junior Year

This is the year to gain solid experience in your field through internships, volunteerism, class projects, and clubs. Work with a counselor to develop a personal search strategy. If you plan to attend graduate school, start the process early in the junior year.

Career Counseling

- develop list of potential internships
- explore corporate, nonprofit, government, and noncorporate organizational work environments
- update resume and cover letter; get a critique
- schedule a mock interview; rehearse answers
- develop personal and company portfolios
- solidify graduate and professional school interests

Library Resources

- research internship books, company directories
- use graduate school directories
- conduct informational interviews using LUCAN (Lehigh University Career Advisory Network)

Career Services Website

- update LUCIE resume(s) and academic profile
- apply for fall interviews if studying abroad in spring

Workshops and Special Events

- attend portfolio development, interview and networking workshops
- attend graduate and pre-professional school workshops
- attend On Campus Interviewing (OCI) workshop
- attend Career Fair to meet prospective employers

Other

- develop a professional network
- obtain graduate school applications and information
- prepare for the GRE, LSAT, or MCAT
- apply for Business or A&S externships
- take lead roles in clubs, classes, and projects

4

Senior Year

This is the home stretch! You'll apply to full time positions and/or complete graduate school applications. Meet with a counselor regularly to refine your job or graduate school search strategies. Begin early as applications and On Campus Recruiting starts quickly!

Career Counseling

- make an appointment early in the semester!
- develop your job or graduate school search
- discuss choosing a job offer, salary negotiations
- update resume and cover letter; get a critique
- develop a career goal for the next 2-5 years

Library Resources

- use company and/or graduate school directories
- research geographical listings of companies
- check industry directories and websites
- maintain alumni connections with LUCAN

Career Services Website

- update online resume and profile
- check deadlines and apply early for jobs
- check "current status" regularly
- apply to job postings with off campus interviews

Workshops and Special Events

- attend OCI orientation in August/September
- attend Career Fair to meet prospective employers
- attend graduate and professional school workshops
- attend networking, portfolio and interview workshops

Other

- buy a suit
- finish your portfolio
- build salary negotiation skills
- research cost of living, apartments, etc.