While pursuing your academic career at Saint Xavier University, take advantage of your time and resources to prepare for your professional career. The Cougar Career Plan is a year-by-year “road map” to help you reach your career goals.

**FIRST YEAR:**
**ADJUST AND EXPLORE**
- Explore majors; bond with students in your chosen major.
- Develop good study habits and time management skills.
- Learn about resources and services available on campus.
- Self-assess to determine your skills, interests, values, strengths and challenges.
- Meet people – get involved with a campus organization, team, club or student employment job.
- Follow SXU Career Services on Facebook and Twitter to stay connected.

**SOPHOMORE YEAR:**
**GATHER RESOURCES AND SHARPEN CAREER GOALS**
- Develop a resume and work with Career Services staff to perfect it!
- Discover how to relate your academic major to career paths by attending networking and career information panel events.
- Apply for internship, volunteer and other pre-professional positions that will help build experience and skill sets.
- Attend Career Services workshops on career exploration, internships, resume writing and interviewing.
- Position yourself for leadership positions in campus organizations.
- If you find yourself struggling in classes, ask for help.
- Get to know your faculty members.

**SUMMER:**
- Revise your resume and start practicing your interviewing skills.
- Establish a LinkedIn profile and invite friends and contacts.
- Look for part-time internships for the academic year or full-time experiences for next summer.
- Seek out leadership opportunities in campus or community organizations.
- Take advantage of workshops offered by Career Services to sharpen your job seeking skills.
- Attend the SXU Internship and Job Fair to identify internships and get a preview of full time options.
- Considering graduate school? Talk to advisors, faculty and career staff.

**JUNIOR YEAR:**
**BUILD EXPERIENCE AND REFINE SKILLS**
- Plan your job search EARLY in your senior year – meet with Career Services to make a plan.
- Update your resume with Career Services and learn to write a good cover letter.
- Build your network; identify people who can be helpful to you as you begin your job search.
- Attend the SXU Internship and Job Fair and watch for local area job fairs of interest as well.
- Several months before graduation, begin applying to positions of interest.

**SENIOR YEAR:**
**ORGANIZE AND GET READY TO MOVE FORWARD!**
- Position yourself for leadership positions in campus organizations.
- If you find yourself struggling in classes, ask for help.
- Get to know your faculty members.

**www.sxu.edu**
**CAREER EXPLORATION SITES**

- **What Can I Do With This Major?**
  [whatcanidowiththismajor.com/major/majors](http://whatcanidowiththismajor.com/major/majors)

- **ISEEK Skills Assessment**
  [www.careerwise.mnsu.edu/careers/skillsAssessment](http://www.careerwise.mnsu.edu/careers/skillsAssessment)

- **Career Exploration Tools and Resources**
  (Quintessential Careers)
  [www.quintcareers.com/career_exploration.html](http://www.quintcareers.com/career_exploration.html)

- **CareerOneStop**
  (U.S. Department of Labor)
  [www.careeronestop.org/ExploreCareers/ExploreCareers.aspx](http://www.careeronestop.org/ExploreCareers/ExploreCareers.aspx)

- **Illinois Career Information System**
  (Illinois Department of Employment Security)
  [ilcis.intocareers.org](http://ilcis.intocareers.org)
  User ID is Illinois and the password is careers

- **My Next Move**
  (National Center for O*NET Development)
  [www.mynextmove.org](http://www.mynextmove.org)

- **Occupational Outlook Handbook**
  (U.S. Bureau of Labor Statistics)
  [www.bls.gov/ooh](http://www.bls.gov/ooh)

- **O*NET Resource Center**
  [www.onetcenter.org](http://www.onetcenter.org)

**STAY CONNECTED TO US**

Receive alerts on career-related workshops, panels and networking events!

**CONNECT WITH US**

- [sxu.joinhandshake.com](http://sxu.joinhandshake.com)
- [SXU Career Services](https://www.sxu.edu)
- [@SXUcareer](https://twitter.com/SXUcareer)
- [SXU Career Services](https://www.linkedin.com)
- [@SXUCareer](https://instagram.com/SXUCareer)

**SAINT XAVIER UNIVERSITY**

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(773) 298-3131  |  careerservices@sxu.edu
[www.sxu.edu](http://www.sxu.edu), keyword: Career