FOUR YEAR ACTION PLAN

CCE can help you to identify interests and career options, find internships and jobs, prepare for applications and interviews, and connect you with employers and alumni through career counseling, an internship/job database (LionSHARE), internship programs, employer events, skill development workshops, and online resources. Take a look at this four year action plan and let’s work together to create and achieve your career goals!

First Years
- Register on LionSHARE and set up a Job Agent to explore employers and internships for Columbia students
- Attend CCE Power Half Hour workshops on Job/Internship Search and Resumes/Cover Letters
- Meet with a career counselor to create or update your resume and discuss your plan for your spring and summer
- Learn about the Columbia Exploration Externship (CEE) program, attend “Internships, Externships and First Year Partnerships with CCE”
- Read CCE’s weekly newsletter to learn about career opportunities
- Take time to explore different career options by joining student clubs, reading CCE’s industry resource pages, and attending panels

Sophomores
- Meet with a counselor to plan for the year, explore career options, and update your resume
- Attend CCE Power Half Hour workshops on the Job/Internship Search, Interviewing, and On-Campus Interviewing
- Connect with alumni and employers through employer site visits, the Professional in Residence program, career fairs, alumni panels, networking events, and information sessions
- Gain skills and experience through internships, research, volunteering, and job shadowing
- Read CCE’s weekly newsletter to learn about career opportunities
- Consider joining one of Columbia’s pre-professional student clubs to connect with students of similar career interests
- Learn about the relationship between your major and careers by checking out CCE’s Exploring Majors & Careers webpage (careereducation.columbia.edu/students/undergrad)

Juniors
- Meet with a counselor to hone in on your field(s) of interest, plan for the year, and tailor your resume(s)
- Expand your network and connect with alumni and employers through informational meetings to speak about their careers and gain advice
- Apply to internships, attend career fairs, site visits, and networking events and orient yourself with important deadlines
- Attend Power Half Hours on Interviewing, Networking, On-Campus Interviewing, and LinkedIn and build your online presence
- Attend Secrets of Graduate School Admissions if you are considering applying for admission
- Participate in the Mock Interview and Professional in Residence programs
- Read CCE’s weekly newsletter to learn about career opportunities

Seniors
- Check out CCE’s 6 Stages of the Senior Job Search (careereducation.columbia.edu/students/undergrad)
- Meet with a counselor early in the fall semester to discuss your post-graduation options, plan for the year, and sharpen your resume
- Refine your professional image, ensure online career profiles are accurate, appropriate, and complete
- Reach out to your network to explore employment opportunities and gain insight into recruitment practices in your field of interest
- Actively apply for jobs through LionSHARE and other job sites, participate in On-Campus Interviewing, and attend career fairs and networking events
- Apply for graduate school and/or fellowship opportunities, if applicable
- Attend “Senior Career Kick-Off” and “Identify Your Skills for Success in the Job Search” to help identify and assess the different skills and qualities transferable to your career path
- Practice interviewing through the Mock Interview Program and one-on-one mock interview appointments
- Read CCE’s weekly newsletter to learn about career opportunities

Columbia University Center For Career Education
careereducation.columbia.edu