Career Plan Worksheet

Use this worksheet to keep track of your career plans.

**EXPLORE** Careers of Interest

What is the career you currently plan to pursue after graduation from MSU Denver?

*If you are uncertain, consider meeting with a C2 Hub career advisor or taking a career assessment*

Do you have a few job titles in mind? If so, list them here:

Briefly describe each job title you plan to pursue

What type of degree or training is required for each job title?

Academic Preparation

What major have you selected?

Have you officially declared the major through the Office of the Registrar? Yes No

Will you need a minor to be better prepared for this career?

Are you progressing well through your major? Be sure to connect with your academic advisor if you have questions or challenges.

*Career Readiness Reminder*

Meet with your Career Peer Mentor to learn about resources to help explore career options

Have you written a resume? If not, this is a good time to pull one together.

Learn about resume writing through the C2 Hub

**ENGAGE** in skill building activities to get experience

What types of activities have you done to gain career-relevant experience?

What were the outcomes of these activities?

(expanded your network, developed specific skills, etc.)

What experiences or skills are you still missing? Write down any specific experiences, educational

credentials, or other qualifications that are necessary to help prepare you for your future career:

*Career Readiness Reminder*

Need help figuring out ways to get career related experience?

Reach out to your C2 Hub Career Peer Mentor for ideas!

**ELEVATE** your job search

What job(s) will you pursue?

Will you need to go to graduate school?

Get Career Ready!

Have you updated your resume and had it reviewed by a career professional or career advisor?

Have you written a cover letter? Be sure to have it reviewed! Upload it into VMock for quick feedback.

Where will you go to find out about job openings that fit your career interest?

Do you have a professional LinkedIn profile?

Make a list of all your professional contacts. Reach out to them and let them know you what you seek

Get your professional wardrobe in order. Do you have everything you need?

Have you practiced interviewing for your career of interest?

Prepare graduate school materials (if applicable)

*Career Readiness Reminder*

Employers come to campus for career fairs, hiring events and other career programs.

Make it a priority to participate in these activities! Check out C2 Hub programs and events in Career Link

Meet with your Career Peer Mentor to learn about all C2 Hub resources!