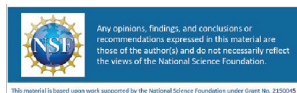


# STEM Career Planning Guide 2024-2025

Your guide to support you through the career planning process

MSU Denver BUILD Scholars



## Introduction

Welcome! We are happy to share this STEM Career Planning Guide with you to support you in taking the steps necessary to launch your career after college. This guide is intended to help you make a plan, connect to resources at MSU Denver and stay on track to ensure you are career ready at graduation. This guide has been developed by the MSU Denver Classroom to Career Hub as part of the BUILD Scholars program funded by the National Science Foundation and managed by the Center for Advanced STEM Education at MSU Denver.

Please use the guide throughout your time in college. It will remind you that there is something to do every semester. This guide is very easy to use. There are links to help you connect to career resources easily and worksheets to help you take notes and keep track of important decisions and information. This is not a step-by-step guide, but a resource to help make things easier. Use it in the way that works best for you.

So, let's get started!

## What is Career Planning & Why Does it Matter?

As a STEM major you often hear that employers **NEED** you. Job opportunities are plentiful. This might sound like the only thing you have to do to launch your career after college is go to class and graduate. This is not recommended. Career planning is a personal process and requires you to consider specific things about yourself that will help you connect with opportunities and work environments that support your unique identity, interests and talents.

As a college student, career planning begins the first day you arrive on campus. The major you select, the career you desire, the skills you develop along the way, all help to prepare you for the career that is a good fit for you.

At MSU Denver, we suggest there are three primary steps in the career planning process. These steps are Explore, Engage and Elevate. Each step moves you closer to becoming career ready. Some of you may have already completed some of the steps, but be sure review this guide to add anything you missed.

### EXPLORE

This is the first stage of career planning. It is the time when you are learning about yourself and how that corresponds to career choice. During this time you should explore majors and occupations and learn more about your personality, interests and strengths.

### ENGAGE

During this stage you should have already declared your major and have some ideas about the type of job you plan to pursue. Now it is time to get hands-on experience, develop skills and learn from experts.

### ELEVATE

At this stage you are ready to launch! Whether you are planning to go to graduate school or start a job after college, you will need to prepare materials (resume, cover letter, grad school applications, etc.), establish your professional image, and start networking.

## Resources

There are many, many resources at MSU Denver to support you as you move through the career planning process. We have highlighted some of them below:

### STEM Videos

These videos have been designed just for you and contain quick information to help you learn more about STEM careers, goal setting, academic success, and imposter syndrome. Check the videos out here: <https://www.youtube.com/playlist?list=PLSXY-V7VUzYimQkmluOhXQoNRTyZUclWk>

### Career Support

Sign up for the Career Peer Mentor Program or schedule an appointment to meet with a career advisor. The Career Peer Mentor Program is a year-long program that assigns you to a peer mentor who can support you in connecting to the career resources that are right for you. Since your peer mentor is also a student, they can share their experiences and participate in career activities with you. Learn more about the Career Peer Mentor Program here: <https://www.msudenver.edu/peer-mentoring/career-peer-mentor-program/>

C2 Hub career advisors are also available to meet with you and help you with career plans. You can connect with a career advisor during Career Lab or schedule your own individual appointment here: <https://www.msudenver.edu/classroom-to-career-hub/career-link-for-students/#scheduling-career-advising>

### Researching Occupations

Need to learn more about a specific career? We have several resources to assist you including our MSU Denver Majors and Careers page, the Occupational Outlook Handbook and ONET and My Colorado Journey. All of these resources can be found here: <https://www.msudenver.edu/classroom-to-career-hub/student-resources/>

### Resumes

C2 Hub has several resources to help you write your first resume or improve the resume you have. Check out the resume resources here: <https://www.msudenver.edu/classroom-to-career-hub/career-readiness>

### Internships

Internships will help you get real experience in your future career. This is considered part of your academic experience which means you need to fit it in before you graduate. Whether you do an internship for academic credit or hourly pay, it is critical to get experience and develop skills before you graduate. Learn about internships and other ways to get experience here: <https://www.msudenver.edu/classroom-to-career-hub/jobs-internships/>

### Looking for a job or internship?

Instead of using a generic search engine, why not try Career Link? Career Link has job and internship postings of employers who are looking for MSU Denver students. Access Career Link through the Student Hub: <https://www.msudenver.edu/classroom-to-career-hub/career-link-for-students/>

## Graduate School

If you are thinking about graduate school after you finish your degree, you should prepare early. There are many steps to this process and you want your application to stand out. Email questions to the C2 Hub at: [gradpath@msudenver.edu](mailto:gradpath@msudenver.edu) and learn more here: <https://www.msudenver.edu/classroom-to-career-hub/student-resources/>

## Career Programs & Events

Make sure you read the C2 Hub's Classroom to Career Connections when it comes to your email. This is a newsletter packed with career information. There are also many career programs happening each semester. Take a look at the C2 Hub events calendar here: <https://www.msudenver.edu/classroom-to-career-hub/events/>

## Meet Employers & Professionals

Attend the STEM Job Fair to talk with employers hiring for jobs and internships. You can also connect with STEM professionals by participating in the C2 Hub COMPASS Professional Mentoring program. Connect with a mentor and get more information by emailing: [lohuertas@msudenver.edu](mailto:lohuertas@msudenver.edu)

## Career Planning Worksheets

The following worksheets are for you to start making notes and documenting your progress. Start with the Explore worksheet. Fill in the information and respond to the questions. If you do not have answers to the questions, use the resources above to help. You should also discuss this with the BUILD Scholars program staff and your academic advisor. Spend time each semester on the worksheet. Once you complete the Explore worksheet, move on to the Engage and then Elevate worksheets. Ideally, when you are close to graduation you will be spending the last year on the Elevate worksheet.

You will also want to create a place to file other documents and information that pertain to your future career. Keep things organized and take good notes!



## 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

Internships, undergraduate research are some great ways to develop skills and 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.)

Did you sign up for the C2 Hub COMPASS Professional Mentoring Program or participate in a professional conference? 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? List 3-5 job titles of interest

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 made plans to attend the C2Hub STEM Fair or other career fair?

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!

## Final Thoughts

We hope this guide is a useful tool for your career planning! Please let us know any feedback you have so we can make this guide an even better resource for STEM students.

### *Share your successes!*

When you get an interview or job/internship offer, let us know! If you are in the Career Peer Mentor program, be sure to let your peer mentor know. Your advisors and faculty are also always happy to hear your good news. For a **story feature** consider submitting your great news to the C2 Hub. We would love to showcase your story and any C2 Hub services you've used during your time at MSU Denver. Your story could potentially be featured on the C2 Hub's newsletter and social media accounts.

Email [C2Hub@msudenver.edu](mailto:C2Hub@msudenver.edu) with your success story!



**C2 Hub is here to help you with career success!**

Our main office is located in JSSB 320

Website: <https://www.msudenver.edu/classroom-to-career-hub/>

Email: [C2Hub@msudenver.edu](mailto:C2Hub@msudenver.edu)

Phone: 303 615-1133