Your Four-Year Plan

Freshman Year
- Get involved! Student organizations can offer you leadership roles in the future
- Volunteer! Community engagement is a great way to build your resume
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Create your HireRawls account, LinkedIn profile, and an About.me page
- Attend the “Be #RawlsReady” workshop to learn what the CMC offers
- Attend a resume workshop and create your first resume
- Talk to the CMC’s Certified Career Coach about your career options within your intended major
- Discover your talents for academic, personal, and career success by taking the StrengthsQuests assessment (offered by the University Career Center, Wiggins Complex)

“By failing to prepare, you are preparing to fail.”
- Benjamin Franklin

Sophomore Year
- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Add to your interviewing outfit. Err on the conservative side
- Develop an employer prospect list
- Complete an internship; see page 20 for the importance of an internship
- Consider graduate school and get information on entrance examinations

Junior Year
- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
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- Use the CMC mentor program to connect to an alumni in your field
- Add to you interviewing outfit. Err on the conservative side
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- Complete an internship; see page 20 for the importance of an internship
- Consider graduate school and get information on entrance examinations

Senior Year
- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Review your cover letter and have it critiqued by CMC staff members.
- Revise your employer prospect list
- Research companies for interviews
- Follow up on all applications and keep records on the status of each
- If applicable, take graduate school entrance exam. Remember, your scores are good for 5 years.
- Go on interviews (remember to write thank-you notes), evaluate offers, and accept your first professional job!
- Remember, the CMC is here for you as an alumni too!
Freshman Year

- Get involved! Student organizations can offer you leadership roles in the future
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- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Create your HireRawls account, LinkedIn profile, and an About.me page
- Clean up and manage what content you put on your social media accounts
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- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Purchase an interviewing outfit; see page 26 for a guide
- Talk to the CMC’s Certified Career Coach about your career options within your intended major
- Identify the types of jobs you are interested in on HireRawls. Pay close attention to the skills the job description asks for. How will you acquire those skills before graduation?
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Identify internship opportunities; if possible, complete one after your sophomore year
- Complete an Externship; stop by the CMC for more information

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- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Add to your interviewing outfit. Err on the conservative side
- Develop an employer prospect list
- Complete an internship; see page 20 for the importance of an internship
- Consider graduate school and get information on entrance examinations
- If applicable, take graduate school entrance exam. Remember, your scores are good for 5 years.
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