

Chart your career path

One of the best ways to keep organized is by creating a list of tasks that all contribute to an end goal. We have created a guide with activities and suggestions that will help you reach your professional goals and prepare you for career success at any stage of your academic career.

Explore your Career Interests

Goal: Choose a major and identify potential career interest areas

Visit the Career and Professional Development Services (CPDS) website to learn more about workshops, events, services and resources available to students.

careers.asu.edu

Activate your student profile in Handshake.

asu.joinhandshake.com

Schedule an appointment with a career advisor to identify possible majors and careers that complement your strengths and interests.

Goal: Begin to think of yourself as a future professional

Create a resume and cover letter.

Attend one–two employer hosted events or career events in your Career Interest Community.

Conduct informational interviews and consider shadowing professionals who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members). Connect with professionals on the ASU Mentor Network.

Goal: Build skills and experiences that will help you get career ready

Become familiar with all eight career competencies located on the back of this and start identifying ways you can build upon your skills.

Join and participate in extra-curricular activities, such as a student club or professional organizations/ associations related to your career interest area to community. You can find organizations that align with your interests through SunDevil Sync at sundevelsync.asu.edu.

Start searching for and applying to part-time employment and internship opportunities.

Build Experience

Goal: Fine-tune your resume and apply for internships, jobs or grad school

Get your resume and cover letter reviewed by CPDS staff.

Identify and apply for internships and job opportunities in Handshake and other job platforms.

Practice your interview skills using Interview Stream.

If you are considering graduate school, meet to discuss grad school applications, personal statements and test prep options.

Goal: Continue growing your professional network and connect with potential employers

Update or create your LinkedIn profile and continue to reach out to new connections.

Create an ASU Mentor Network Profile to connect with other Sun Devils and explore career options.

Reach out to a mentor in Handshake or the ASU Mentor Network for an informational interview.

Goal: Continue enhancing your career competencies

Actively participate in a leadership role in extra-curricular activities, such as a student club or professional organizations and associations related to your career interest area.

Attend three–four career workshops or webinars a semester, including hiring events and fairs.

Get Prepared

Goal: Update your job or graduate school application materials

Get your resume and cover letter reviewed by CPDS staff and add new experiences and skills you have gained.

Ask professors, previous employers or internship supervisors for letters of recommendation or to use as a reference.

Update your LinkedIn profile and make sure your social media accounts are professional and appropriate for anyone who may be looking.

Goal: Secure employment, graduate school admission or impact service opportunity

Make a career advising appointment to make sure you are on the right track.

Continue practicing your interviewing and networking skills by attending a career event or doing a practice interview.

Search Handshake and other platforms for opportunities that interest you, and tailor your application materials to the jobs you are applying for.

Attend one of the career fairs to learn about employment opportunities. These fairs can be found under “Events” in Handshake.

Goal: Transition into the work force with confidence

Ensure you have a handful of professional outfits to wear in your new job. For tips, see the Dress for Success handout.

Keep in contact with mentors, your professional network and contacts you have used as references.

Stay connected with CPDS and take advantage of free career services for life.

Complete the First Destination Survey to provide feedback on your post-graduation plans.

Graduate student

Goal: Explore career resources

Contact Career and Professional Development Services to learn about workshops, events, services and resources available to graduate students.

Complete student profile in Handshake and attend two–four career events.

Create an account on Versatile PhD and explore non-academic career options (if applicable).

Goal: Grow your professional network

Create or update your LinkedIn profile.

Join a student organization or participate in local networking events.

Get to know your professors and fellow students.

Goal: Prepare to apply for career positions

Watch online resources covering a wealth of career ready information at: bit.ly/cpdsyoutube. Review your resume or CV and seek feedback from faculty and Career and Professional Development Services professionals.

Connect with professors or previous supervisors to ask for letters of recommendation or to use as references.

NACE Career Competencies Icons

These icons represent the eight career competencies that students should have experience with in order to be career ready at graduation. Look for these symbols next to the interview questions on this handout that highlight these career competencies.



Career & self-development



Critical thinking



Equity & inclusion



Leadership



Professionalism



Teamwork



Technology