EXPLORE

Did you know that you are more likely to succeed in school if you pick a major that relates to your interests?

- There are many majors at SJSU. Review the course catalog and consider which courses or majors interest you via info.sjsu.edu.
- Activate your SpartaJobs account to get 24/7 access to job listings and career resources. Create an online profile to receive targeted e-notifications of our events and services.
- Keep a log of your skills, values, strengths, interests, and accomplishments.
- Get familiar with the campus community. Places to start are the Student Involvement and Student Affairs websites to see which support services are available to you.
- Use the Explore Majors and Careers section of our website to explore your interests and how that can help you select your major.
- Look into campus community activities and volunteer projects to help you develop leadership skills. The Center for Community Learning and Leadership is a great place to start, as well as the Cesar Chavez Community Action Center.
- Check out the “What Can I Do With My Major” database on our website to learn more about career paths related to your major.
- Attend a drop-in session or make an appointment to review your interests with a career consultant in our office and develop a plan to get real world experiences through internships and projects.

RESEARCH

Did you know that students felt more confident in their job search when they had a plan A, B, and C? Know your options!

- Use “What Can I Do With My Major” to develop a list of industries and professions that interest you.
- Evaluate your interests by looking at which courses have been your favorites.
- Use the Internship Resources section of our site to review tips to securing an internship opportunity. Learn about things to do before, during, and after your internship.
- Enhance your leadership, organization, and communication skills by getting involved in student groups and clubs. Check out clubs and organizations in Student Involvement.
- Set up your profile on SpartaJobs to start researching jobs and internship opportunities.
- Start building your resume by listing your skills and accomplishments gained from school, internships, and other experiences. Check out the resume section of our website for resume examples and tutorials.
- Meet with a career consultant in our office to clarify your job or internship goals and develop a job search plan.
- If undeclared or considering changing your major, meet with an academic advisor as soon as possible to discuss requirements for the major and your options. Use A Spartan’s Guide to Picking a Major to narrow down top 3-5 majors.
- Create a free account on LinkedIn.com and download the new student LinkedIn app to research careers and start to develop your professional network.
**SPARTA TRACK**

**Career plan for students**

www.sjsu.edu/careercenter

**EXPERIENCE**

Did you know that internships make you a more competitive candidate for employment after graduation? Start applying for internships early.

- Evaluate what you liked and disliked about the summer, part-time, or full-time jobs that you’ve held.
- Keep track of the **transferable skills** that you are developing and start writing effective **accomplishment statements**.
- Prepare or update a resume for opportunities related to your major with courses you have taken and relevant projects completed.
- Continue building your network through **informational interviews**, attending employer information sessions, and managing your LinkedIn profile.
- Actively apply to **internships** in your field of interest and create specific internship search agents on SpartaJobs to receive updates via email.
- Begin checking deadlines and requirements for graduate school admissions if relevant.
- Revise your **resume** and have it critiqued at the Career Center. Post resume on our website through SpartaJobs and update the profile section.
- Set up an appointment with a career consultant in our office to clarify your career objectives and goals.
- Take advantage of **Big Interview**, on our website, which utilizes webcam technology to capture and playback interview responses.
- Attend our **job fairs**, information sessions, and tech talks to connect with recruiters to start visualizing where you would like to work.

**LAUNCH**

Did you know that the job search process can take anywhere from 3-6 months or more? Don’t wait until you graduate to start your job search. Apply early!

- Set up your job search strategies and start preparing at least 6 months before graduation.
- Continue to set up informational interviews and start to collect letters of recommendation from professors or current employers if you are considering graduate school or scholarships that might require them.
- Considering graduate school? Check out resources on our **website**.
- Meet with a career consultant in our office for feedback on your job search plan, resume, and cover letter.
- Attend employer presentations available through the Career Center and professional associations, as well as the fall and spring job fairs.
- Set up your profile on SpartaJobs to start finding jobs and internships. Also, update your job search status on social media sites (LinkedIn, Facebook, and Portfolium).
- Find out what Career Center benefits you have as a graduating student and register with **SJSU Spartan Staffing**, our own job placement agency.
- Finally, celebrate your success and share your placement information with us to get a SpartaDuck! Visit the center for more info.

Remember that your career development is a continuous cycle. You don’t have to be a first-year student to Explore or a graduating senior to Launch a job search. What is important is to determine where you are and take the recommended steps to gain a Competitive Edge!