PURDUE AGRICULTURE
FOUR-YEAR CAREER PLAN

Beginner
☐ Identify my interests, abilities, and values.
☐ Research majors that match my interests, skills, and values.
☐ Speak with an Academic Advisor or a Careers Services Coordinator to gather information about potential majors/careers.
☐ Meet with a Career Consultant to discuss and create a four-year plan that works for me.
☐ Explore study-abroad opportunities.
☐ Use summer experiences to develop transferable skills.
☐ Write my resume using examples from the Center for Career Opportunities (CCO) handbook (www.cco.purdue.edu). Get it critiqued by a CCO staff member.
☐ Create a LinkedIn account and participate in the CCO virtual LinkedIn Boot Camp.
☐ Get involved with one or two organizations: one with my major, one outside my major.
☐ Visit CCO in Young Hall Room 132 for resources.
☐ Attend a Career Fair.

Sophomore
☐ Review my four-year plan and adjust to stay on track.
☐ Update resume with my freshmen activities—organizations, jobs, internships, research, etc.
☐ Update my profile in myCCO. Profiles become inactive after six months.
   (Reminder: employers cannot see inactive profiles.)
☐ Attend a Career Fair to meet employers and gather information about prospective careers.
☐ Conduct informational interviews with professionals from my field of interest.
☐ Learn how to write a cover letter to put with a resume for a specific job opportunity.
☐ Obtain a summer internship/job to help build my job skills.
☐ Get involved in the leadership of a student organization.
☐ Add value to my resume: learn beyond the classroom.
☐ Update LinkedIn profile.
☐ Network!!!
Junior
☐ Update my resume, and have it critiqued.
☐ Update my profile in myCCO, and upload at www.cco.purdue.edu.
☐ Reminder: I need to be active in myCCO account at least every six months to keep the account active for employers to view.
☐ Review my Career Action Plan for the next two years.
☐ Search for and apply to internships.
☐ Practice interviewing skills with the online interview program at myCCO.
☐ Participate in mock interviews for practice.
☐ Continue developing leadership skills through organizational and volunteer experiences.
☐ Develop relationships with faculty and employers to use as references.
☐ Attend employer information sessions and job fairs to build my network.
☐ Update my LinkedIn profile.
☐ Attend a Career Fair(s).
☐ Network!!!

Senior
☐ Update my resume. Have it critiqued.
☐ Update profile in myCCO.
☐ Reminder: I need to remain active in myCCO for employers to view my profile.
☐ Develop a job-search plan.
☐ Develop my brand by clarifying my interests, abilities, values, and strengths in a unique statement about me.
☐ Polish my cover letter and written thank-you notes skills.
☐ Practice interviewing.
☐ Attend a Career Fair(s).
☐ Update my LinkedIn profile.
☐ Complete CCO’s Post-Graduation Survey. My first way to give back to Purdue!
☐ Network!!!

For Career Advice Contact
____________________________________
Departmental Career Services Coordinator in CoA
Email: ________________________________
Phone: ________________________________

Sherre Meyer, Assistant Director in OAP
CoA Career Services Coordinator
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https://ag.purdue.edu/oap/career
https://www.cco.purdue.edu

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