

# 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](http://www.cco.purdue.edu)). Get it critiqued by a CCO staff member.
- Create my profile in myCCO on the CCO website, [www.cco.purdue.edu](http://www.cco.purdue.edu).
- 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!!!



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## Junior

- Update my resume, and have it critiqued.
- Update my profile in myCCO, and upload at [www.cco.purdue.edu](http://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: \_\_\_\_\_

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<https://ag.purdue.edu/oap/career>  
<https://www.cco.purdue.edu>

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