

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 Career 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 résumé using examples from the Center for Career Opportunities (CCO) handbook (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.
- Create a LinkedIn account and participate in the CCO virtual LinkedIn Boot Camp.
- Get involved with one or two organizations: one within 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 résumé with my freshman 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 accompany a résumé 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 résumé: learn beyond the classroom.
- Update LinkedIn profile.
- Network!!!

JUNIOR

- Update my résumé, 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!!!



JUNIOR – PREPARING FOR PROFESSIONAL/GRADUATE SCHOOL

- Identify the discipline that appeals to me.
- Work or volunteer in research or lab activities in this discipline.
- Consult advisors and professors on graduate school opportunities.
- Create a list of programs that I want to apply to.
- Determine which standardized test may be required – GRE, GMAT, LSAT, or MCAT.
- Take practice standardized tests.
- Register ahead of time for the real test, and take it. Test early in case I am not happy with my scores to provide time to retake.
- Check application dates – Ph.D. applications are usually due in December, while Master’s are due as early as November or as late as March. Many programs have a rolling application process.
- Begin crafting my personal statement and/or statement of purpose. Contact the Purdue Writing Lab for assistance. They are a great resource for creating this statement.
- Research financial options. Consider research assistantships, teaching assistantships, government agencies, philanthropic organizations, professional organizations, and honor societies as potential sources and funding.
- Attend Purdue’s Graduate School Fair in October.

SENIOR

- Update my résumé. 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!!!



SENIOR – PREPARING FOR PROFESSIONAL/GRADUATE SCHOOL

- Meet with faculty members in my department to discuss my personal statement, program options, and potential funding sources.
- Talk to graduate students in these areas for their input.
- Identify faculty at schools that are experts in the area of my interested discipline.
- Finalize the list of schools I will apply to.
- Get organized and create a file for each school. Retain all related application material for my records.
- If needed, take my standardized tests again and ensure my scores are sent to the appropriate schools.
- Complete my personal statement and have it reviewed by faculty, academic advisors, and staff at the Center for Career Opportunities.
- Set up IN-PERSON meetings with faculty to request letters of recommendations. Provide them with a copy of my statement of purpose, résumé/curriculum vitae (CV), and the recommendation letter submission process and deadlines for each school.
- Order transcripts from all post-secondary institutions and request copies be sent to the schools I have applied to.
- Submit application materials one month before the application deadline. It is recommended I apply before December 1st for best consideration.
- Remind my recommenders of when my letters of recommendation must be received.
- Follow-up with the schools I have applied to and verify they have received all my application materials.
- Consider scheduling campus visits to the schools I'm most interested in, and with the faculty I would like to work with.
- Send thank-you notes to my recommenders and update them on my application status.
- Complete Purdue's 1st Destination Survey. My first way to give back to Purdue!

FOR CAREER ADVICE, CONTACT

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