

North Carolina Central University Career Planning: Freshman

1. Buy a professional dark interview suit or two.
2. Talk to faculty, alumni, advisers, and career counselors about possible majors and careers.
3. Familiarize yourself with Career Services calendar of workshops, career fairs and other events on school website calendar.
4. Scan the Occupational Outlook Handbook online or in the Career Resource Room. Handbook is filled with information on occupations.
5. Start a career information file that includes contact names and records of your career development activities for the next four years.
6. Collect information on cooperative education programs, internships and summer jobs that are available through Career Services.
7. Consider volunteer positions and community service opportunities that will help you gain experience in your career field.
8. Take career inventory tests in Career Services.
9. Identify at least four skills employers want and plan how you will get these skills before graduation.
10. Join university organizations that will offer you future leadership roles.
11. Take a resume-writing workshop through Career Services and write that resume.
12. See career counselor to review resume and plan career development activities.



Contact Career Services

William Jones Building, Lower Level

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