

**Salve Regina University**  
**Career Development Center**  
Four-Year Plan and Strategies for Career Success

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**Junior Year Goal:**

*PREPARATION AND PARTICIPATION*

Checklist:

- Register with *Salve Regina Gateway* today to view job postings and career events and gain access to important resources.
- Revise and update your resume with a career counselor. Learn to prepare a cover letter and interviewing skills for internships and full-time job interviews.
- Update your personal portfolio of achievements and experience and begin organizing your credentials and references in your online portfolio.
- Make appointments to discuss an internship with your academic advisor, a career counselor, and/or the department chair of your major. This experience will enhance your job candidacy upon graduation and strengthen your resume credentials and job qualifications.
- Attend the annual Salve Career Fair to consult with professional recruiters in your field to learn how to prepare for career, employment and internship opportunities.
- Begin to target specific companies or industries in preparation for internships and employment. Investigate all opportunities with representatives by researching in *Salve Regina Gateway*, online investigation/NACE Link, Moody's, and the Standard and Poor's publication.
- Sign up for on or off-campus employer site visits and meet and greet opportunities with field representatives. Log-in and RSVP for events on *Salve Regina Gateway*.
- Sign up with CDC for van transportation within any of the U.S. Federal Government Agencies that hire all majors at: <http://usajobs.opm.gov/>