

# Career Planning

Career planning is a lifelong process, which includes choosing an occupation, acquiring the appropriate education/skills, obtaining a job, growing in your job, possibly changing careers, and eventually retiring.

## When choosing a career you should go through several steps:

### 1. Gain Self Knowledge

Gather information about yourself. Career Services offers assessments that can assist you in making academic and career decisions. Meet with one of the trained career advisors in Career Services to explore your interests.

[Career Assessments](#)

### 2. Explore Options

Once you have determined your interests, you can explore the occupations within that field. You should research the industry, minimum requirements to be hired, what degrees to pursue, and the labor market for that occupation. Once you have decided on a major and/or minor, you will want to declare that major and/or minor.

- [Declaring a Major or Minor](#)
- [Employment Opportunities](#)
- [Faculty Advisor](#)
- [What to do with a Major?](#)
- [Useful Links for Job Seekers](#)
- [Occupational Research](#)

### 3. Create an Action Plan

Now that you have chosen a career path here are some resources to help you create an action plan. Some of these steps may be developing a job search strategy, developing a professional resume, gathering company information, composing a cover letter, or preparing for job interviews

- [Career Fairs](#)
- [Career Resource Corner](#)
- [Four-Year Planning Guide](#)
- [MAVjob \(job database\)](#)
- [Workshops](#)
- [Cover Letter Guidelines](#)
- [Interviewing Guidelines](#)
- [Optimal Resume Service](#)
- [Resume Guidelines](#)