**FRESHMAN YEAR**
- Explore majors: review the websites, *Explore a Major at CMU and What to Do with a Major*; attend the workshops on major selection; attend the Major Fair
- Take the My Colorado Journey Interest Profiler to explore interests, academic programs, and career tools
- Attend the fall and spring career fairs to learn about employment opportunities
- Get involved in campus clubs and organizations through Student Life (UC, 2nd level)
- Take classes in interest areas to explore the subject
- Research careers through the internet: *Bureau of Labor Statistics, O*Net Online*
- Meet with your Success Coach in Albers Hall
- Take UNIV 100 and 104
- Visit at least one instructor during their office hours to talk about your class(es)
- Network with classmates to discuss class materials
- Seek tutoring if you are struggling in a course (Tutorial Learning Center, HH 113)

**SOPHOMORE YEAR**
- Volunteer or work part-time in your field of interest – explore options through on-campus recruitment, Career Services office, Handshake, career fairs
- Take the Strong Interest Inventory to explore your occupational interests
- Attend Career Services events such as career fairs, and workshops for job search strategies and resume/cover letter writing
- Use the Bureau of Labor Statistics and/or O*Net Online to explore careers
- Create a first draft of your resume
- Get to know your professors and talk with professionals in your field of interest; Career Services can help you connect
- Meet with your faculty advisor to guide you in course selection
- Declare your major
- Join clubs/organizations in your major
- Consider an International Student Exchange Program (ISEP) or National Student Exchange (NSE)

**JUNIOR YEAR**
- Update your resume and create a cover letter
- Attend Career Services events such as career fairs, and workshops on internships and interviewing
- Schedule a mock interview with Career Services
- Do an Informational Interview with a professional from your field of interest
- Participate in an internship or volunteer position; find them on Handshake or work with your faculty advisor
- Develop a list of potential employers in your field of study
- Meet with your faculty advisor to make sure you are meeting requirements for graduation
- Assess your credit hours and determine your graduation date
- Research graduate or professional schools & attend the Graduate School Fair; visit prospective schools early Fall
- Prepare for or complete exams necessary for graduate school admission (e.g.: GRE, MCAT, GMAT, PEAT) early Fall
- Pursue research projects

**SENIOR YEAR**
- Put the finishing touches on your resume and cover letter; make them specific for each job
- Attend Career Services events such as career fairs and the Etiquette Dinner, and workshops for employment readiness
- Develop a job search strategy and begin searching 6 months prior to graduation
- Talk with faculty about possible employment opportunities
- Use Handshake to find job postings, and attend on-campus recruitment events
- Be active in volunteer work
- Meet with your faculty advisor to have your Intent to Graduate form signed
- Complete the Intent to Graduate form with the Registrar’s office the semester prior to graduation
- Apply to graduate school/early to mid-Fall
- Assume leadership roles in campus organizations & clubs

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**Career Services Center**

**Email**: career@coloradomesa.edu

**Call**: 970.248.1404

**Location**: University Center 107

**Website**: coloradomesa.edu/career