



Maryville Career Action Plan

The **Maryville Career Action Plan** provides a roadmap to help you **explore, develop, engage**, and ultimately, **launch** your plan to achieve your career goals.

Explore – In the explore theme, the focus is self-discovery and career research. The activities in this theme can help you gain a better understanding of your personality, values, and interests to decide on a major or career path. In this theme, you may also engage in career research to learn more about your career interests and options.

- Utilize career exploration tools and resources ([O'net Interest Profiler](#), [What Can I Do with this Major?](#), [LearningExpress Library](#)) to explore majors and career path options
- Conduct career research using [O'net](#) and [Library databases](#)
- Attend [career fairs](#) and events to network with employers
- Participate in a [community service](#) or [Maryville Reaches Out](#) project related to your major or career interests
- Join a [student club](#) or [professional organization](#) related to major or career interest
- Build your profile in [Handshake](#) and [set-up your LinkedIn Learning account](#)
- Use the [Resume Guide](#) to create a resume and submit to Smarthinking for review

Develop – In the develop theme, the focus is on branding, networking, and professionalism. The activities in this theme can help you build your brand, expand your network, and develop the skills needed to market yourself to employers.

- Conduct an [informational interview](#) with a [Maryville Alumnus](#) or professional in your field of interest
- Identify at least five companies with internships or entry-level opportunities related to your major
- Create a [LinkedIn](#) profile - [connect with recruiters at companies of interest](#), join professional associations, and [industry specific LinkedIn groups](#)
- Monitor your digital footprint by [cleaning up your social media profiles](#)
- Create a [digital signature](#)
- Attend [career fairs](#) and events to network with employers
- Conduct a mock interview using [InterviewStream](#)
- Update your [resume](#) with new skills, completed coursework, and experiences
- Develop a list of professional references and ask for [LinkedIn recommendations](#)

Engage – In the engage theme, the focus is on leadership, preparation, and gaining relevant experiences. The activities in this theme can help you begin preparing for internships and professional opportunities.

- Decide on a [minor](#) (if applicable) and enroll in classes to support your major and career goals
- Attend [career fairs](#) and events to network with employers
- Lead a [community service](#) or [Maryville Reaches Out](#) project related to your major or career path
- Pursue leadership opportunities through [student government, clubs](#), and [professional organizations](#)
- Use [LearningExpress Library](#) and [library research guides](#) to research graduate schools and prepare for entrance exams
- Update your [LinkedIn](#) profile and engage with your professional network
- Gain experience by completing an [internship](#), research project, and/or [finding a Summer or entry-level opportunity](#) related to your major or career path
- Update your [resume](#) and obtain feedback from a life coach, faculty member, alumni, or employer

Launch – In the launch theme, the focus is on implementation, action, and achieving your post-graduation goals. The activities in this theme can help you plan by setting SMART goals and taking the appropriate action steps to accomplish those goals.

- [Define your career goal\(s\)](#) –
 - Employment (career path, type of opportunities, key companies)
 - Graduate or professional school (programs, institutions, entrance exams, admission requirements)
- Attend a career advising session to discuss post-grad options and plans (search for employment, graduate school)
- Attend [career fairs](#) and events to network with employers
- Begin [employment search](#) and graduate school admissions process, submit applications, and [prepare for interviews](#)
- Update LinkedIn profile and use the “Jobs” feature to [let recruiters know you are looking for work](#)
- Complete an [internship](#) or engage in experiential learning to gain additional skills and relevant experience