



## Center for Career & Professional Development – Junior Year

### Junior Year - Realize Your *Performance*

Refine your career goals, take on leadership roles, update your resume and gain some work experience. Turn your dreams into experience.

- Make an appointment to discuss and refine your career goals and plans to ensure you are on the right track. You may wish to re-assess your interests, values, and skills.
- Employers value leadership experiences. The best way to develop leadership abilities and acquire the soft skills sought by employers is to take on any leadership opportunity available to you.
- Most of you would have completed at least one internship to gain experience in your chosen field and apply the skills you are learning in the classroom. If you have not completed an internship, consider talking to a Career Services Specialist about how to search for opportunities that align with your goals.
- Continue to meet with your academic advisor to assess progress on your career plan.
- As a junior, it is critical to schedule appointments with CCPD to:
  - Continue to update your resume, as this is a living document. Emphasize new skills developed in the classroom, volunteer work, and student organizations. CCPD staff is available to review this information as well as other business correspondence.
  - Take advantage of a mock interview using [cabrini.interviewstream.com](http://cabrini.interviewstream.com)
    - In an appointment, a CCPD staff member can review your interview and discuss strengths, potential changes, and follow up to an interview.
- Formulate “your professional brand,” through social media.
  - Create or update your LinkedIn account.
  - Evaluate your social media accounts such as Instagram or Facebook, to be professional and purposeful.
- Be resourceful and utilize job search tools such as Handshake and CareerShift.
  - Update your profile on Handshake and upload your revised resume. Take advantage of submitting a resume to internship and employment opportunities.
  - Set your CareerShift account to receive weekly notifications.
- Decide if graduate or professional school is the next step to reaching your career goals.
  - Review Admission tests (GRE/LSAT) and deadlines. Often it is best to take the LSAT the fall semester prior to graduation.
  - Consider Faculty / Administration as excellent references for your graduate school application.
- Take ownership and understand the true power of networking.
  - Attend Career Fairs and Networking Events
  - Expand your professional network by researching your field, conducting informational overviews, or speaking with alumni.
- Start to prepare your wardrobe with professional attire.
  - Take advantage of the CCPD Career Closet, a closet full of appropriate professional dress attire for Cabrini students, free of charge.