

## ENVIRONMENTAL SCIENCES CAREER PLAN SENIOR YEAR

### ASSESS

- Reflect on your previous experiential learning opportunities to determine how to focus your job search/graduate school planning.
- If you do not yet have a clear career focus, meet with a NCA career counselor to discuss your options.

### EXPLORE

- Extensively research specific careers, industries, and targeted employers using Vault, Mergent Intellect, LinkedIn, and company websites.
- Learn strategies for identifying contacts who work for specific employers (such as using the LinkedIn alumni tool) and polish your professional communication skills by meeting with your career adviser.
- Supplement your online research by conducting informational interviews with personal contacts, NU alumni, and industry experts who work for employers of interest.
- Expand your knowledge of job opportunities, examine work settings, and prepare for interviewing by networking with employers in your field (through employer information sessions, coffee chats, and career fairs).

### DECIDE

- Select 2-3 industries and related employers to pursue for full-time employment and learn/implement the best job search techniques for those industries.
- Decide if you want to attend graduate/professional school immediately or take time off in between.
- Develop a back-up plan for post-graduation, especially if you are interested in highly competitive programs or fields.
- Accept offers for full-time employment or graduate/professional school, and negotiate offer package for employment positions.

### ACT

- Update your resume in Handshake, incorporating professional skills and accomplishments from junior year experiences.
- Update and tailor your LinkedIn profile (include career goal-specific headline and content throughout), add new personal contacts, and join groups and follow companies related to your career goals.
- If applicable, complete and submit graduate/professional school application materials at least 1 month prior to deadline (including personal statement, transcripts, entrance exam scores, recommendations).
- Strategically engage in NCA Internship & Job Fairs to make connections with specific employers and pursue related full-time employment opportunities.
- Apply for full-time positions as early as possible and tailor resume and cover letters to each position description and company.
- Establish relationships with any and all employer contacts by following up with those from past career fairs, information sessions, and informational interviews.
- Strengthen your interviewing skills by conducting a mock interview with your career adviser.
- Identify potential references and obtain permission to use their information in your applications for full-time employment or graduate programs.