Borough of Manhattan Community College
Center for Career Development

Suggested Two-Year Career Plan

FRESHMAN YEAR - Starting in September 2011

◆ Schedule an appointment to see a career counselor in the Center for Career Development, S-368, to discuss your career plans.
◆ Take a career assessment to explore/narrow your career interests in relation to careers.
◆ View our career resources! Information on various careers and career related information is available!
◆ For guidance on majors, please look at the BMCC College Bulletin.
◆ Attend workshops sponsored by the Center for Career Development.
◆ Try to meet BMCC alumni who can offer you additional guidance in terms of career choice.
◆ Join and attend career related workshops, seminars, and associations!
◆ Try to volunteer, in a field you are considering, for exposure, skills and further knowledge.
◆ Speak to professors from various academic departments and academic advisors about majors.
◆ Attend Career Fairs to explore employment opportunities/future internships in various fields!
◆ Choose your major as soon as possible!
◆ Draft a copy of your resume and cover letter. Have your resume and cover letter reviewed and approved by a career services counselor.
◆ Start developing a reference sheet of people who can serve as a reference for you.

SENIOR YEAR - Starting in September 2012

◆ Conduct informational interviews with people in the career field.
◆ Continue to attend workshops offered by the Center for Career Development to continue developing professionally as well as personally.
◆ Attend Career Fairs to explore employment opportunities and internships in your specific field.
◆ Attend on-campus recruitment events to explore other employment opportunities.
◆ Discuss your job search with a career service counselor or plans for after graduation.
◆ Conduct a mock interview to assess your interviewing skills. Schedule follow-up sessions as needed.
◆ Seek an internship or part-time work that is specifically related to your career interests. **Please speak to a career counselor in the office before going to the Cooperative Education Department. Performing an internship is vital to developing your career and resume!**
◆ Research career fields and companies. **Come to the Center for Career Development for assistance. CareerZone is one on-line, career research and exploration program!**
◆ Narrow the list of employers who hire two-year, college graduates in your field.
◆ Review job listings in our job binder system.
◆ Update your resume and cover letter (as needed) and print finalized copies on bond paper.
◆ Finalize your reference sheet and print finalized copies on bond paper.
◆ If applying for positions, mail your resumes and cover letters to prospective employers at least six months before your scheduled graduation date! **It can take at least six months or more to secure an entry-level position.**
◆ If looking to transfer to a senior college, please visit the Transfer Center in S-763 by the beginning of your senior year.
◆ **For further guidance, please speak to a career counselor in the Center for Career Development, S-368!**
Internships, part-time jobs, extracurricular activities and fellowships provide an abundant amount of opportunities for you to gain skills, exposure, and experience necessary to develop your career. Each year, more and more employers seek students who especially have performed internships in their career area. Many employers still continue to hire many interns for permanent or part-time positions that may arise. In order to be as well-rounded as possible, students need to gain as much hands-on experience as possible outside the classroom setting. “Activity outside the classroom, whether it is career related or not, whether a paid position or voluntary service, will give you the opportunity to develop many essential qualities sought by employers, such as leadership, interpersonal, communication,” teamwork and analytical skills. Keep in mind that for most employers, “experience is experience” whether it is paid or not!

**Personal characteristics/skills needed for an entry-level position/work:**

- **Relevant work experience** in the field obtained through internships, part-time work or summer employment.
- **A high grade point average** is usually important for most employers (3.0 or above).
- **Demonstrate effective interpersonal and teamwork skills are important.**
- **Effective written and verbal communication skills and presentation skills.**
- **Effective logic and reasoning skills.** Able to demonstrate sound, decision-making skills, set goals independently and accomplish tasks on time.
- **Demonstrate leadership capabilities.** Usually obtained through extra-curricular activities either on or off-campus.
- **Effective computer skills.** Knowledge of different software and computers. Able to type on a computer.
- **Able to take initiative readily and be motivated to work.**

**Top ten characteristics/skills employers seek in candidates:**

1. Communication skills
2. Honesty/integrity
3. Interpersonal skills
4. Motivation/initiative
5. Strong work ethics
6. Teamwork skills
7. Computer skills
8. Analytical skills
9. Flexibility/adaptability
10. Detail-oriented

Check out job search sites on the Internet! Come to the Center for Career Development for more information.

**Career Networking for Women** At the Women For Hire Career Network you will be able to network with professional women, in various career industries, and share professional interests as well! You will also be able to access professional profiles with photos, professional message boards, professional groups, career event listings and much more! For more information, log on to: www.womenforhire.com

Keep in mind, career planning is a continuous process that begins in your freshman year and continues through graduation and beyond!

Some information taken from Baruch College, STARR Career Development Center (2007) and Job Outlook, National Association of Colleges and Employers (2007)