



4-YEAR CAREER READINESS PLAN

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EXPLORE

- Why have I selected my major(s) and/or minor(s)?
- Why am I pursuing my degree? Why am I motivated to complete this degree?
- Why have I developed certain interests, skills, and abilities?



Self-Awareness, Personal Development, & Career Exploration

- ☐ Discuss the 3 guiding questions above with your advisor(s)
- ☐ Explore career readiness within your major(s) and/or minor(s).
- ☐ Explore your individual interests, skills, abilities
- ☐ Complete the Workplace Interest Assessment
- ☐ Complete the Workplace Values Assessment



Knowledge & Resource Management

- ☐ Access your UNE CareerConnect account and select your interests
- ☐ Enroll in Career Advising course (Brightspace)
- ☐ Explore UNE's introduction to Career Readiness and Development
- ☐ Review years 1-4 of career-readiness plan setting individual SMART goals



Resume & Cover Letter Creation

- ☐ Discuss and reflect upon previous and future work experience
- ☐ Differentiate between a resume and a cover letter
- ☐ Create a first-year resume, including your high school transition
- ☐ Complete your Introduction to Experiential Learning



Networking

- ☐ Join an on-campus club, activity, or group
- ☐ Create a LinkedIn profile & connect with your advisor(s).
- ☐ Sync your LinkedIn profile with your CareerConnect account
- ☐ Learn about Professional Communication and Email Etiquette
- ☐ Complete your Introduction to Networking



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ENGAGE

- What experiential learning will I engage in?
- What skills will my major give me? What does work look like to me?
- What career goals are motivating me? What career pathways can I pursue?



Self-Awareness, Personal Development, & Career Exploration

- ☐ Discuss the 3 guiding questions above with your advisor(s)
- ☐ Pursue on-campus leadership opportunities
- ☐ Discover and define core NACE career competencies
- ☐ Complete Workplace Preferences Assessment



Knowledge & Resource Management

- ☐ Complete your Introduction to Internships guide
- ☐ Confirm your academic program's experiential learning requirements
- ☐ Explore experiential learning opportunities
- ☐ Explore career pathways, including key skills, experiences, and education requirements



Resume & Cover Letter Creation

- ☐ Update your resume's sections, headers, and bullet points
- ☐ Learn formulas to strengthen resume bullet points
- ☐ Review major-specific resume examples
- ☐ Explore how to tailor application materials to specific roles



Networking

- ☐ Join a major-specific on-campus club, activity, or group
- ☐ Learn how to make your LinkedIn profile stand out
- ☐ Join UNE CareerConnect Group
- ☐ Learn Professionalism Best Practices
- ☐ Attend Career Readiness workshops, events, or programs



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PLAN

- How will I gain relevant experience? How can I gain more skills in my fourth year?
- What skills will my major give me? What does work look like to me?
- How do I articulate my experiential learning? How have I changed since year one?



Self-Awareness, Personal Development, & Career Exploration

- ☐ Discuss the 3 guiding questions above with your advisor(s)
- ☐ Complete your Interview Preparation guide
- ☐ Review Job search Strategies guide and conduct self-research
- ☐ Explore career pathways, including key skills, licenses, industry outlook and associations.



Knowledge & Resource Management

- ☐ Discover Nor'easter Global Network members in your industry.
- ☐ Research and apply for experiential learning opportunities
- ☐ Complete Graduate School Exploration guide
- ☐ Join relevant groups in CareerConnect and access discussion boards



Resume & Cover Letter Creation

- ☐ Connect with network members with Resume/CV/Cover Letter expertise
- ☐ Tailor your application materials for internships or graduate school
- ☐ Review CV headers, sections, and guidelines
- ☐ Add your updated resume to your CareerConnect profile



Networking

- ☐ Pursue a leadership role in a major-specific on-campus organization
- ☐ Complete LinkedIn Day-to-Day Engagement guide
- ☐ Leverage "Ask Anything" to receive advice from the Nor'easter Global Network
- ☐ Attend UNE's Industry Exploration Day and Career Connections Mixer



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ACTIVATE

- Who is helping me shape my next steps?
- Who will support me in my post-graduation plans? Who can be my mentor?
- Who have I become over the course of my college journey? Who do I aspire to be?



Self-Awareness, Personal Development, & Career Exploration

- ☐ Discuss the 3 guiding questions above with your advisor(s)
- ☐ Review Interview Questions, Answers, and Best practices
- ☐ Review salary research and negotiation skills
- ☐ Conduct informational interviews with Nor'easter Global Network members
- ☐ Attend Career Conversations employer panels



Knowledge & Resource Management

- ☐ Explore industry-specific job search platforms
- ☐ View jobs where you have network connections
- ☐ Ask your network for insight on career pathways you're considering
- ☐ Review financial literacy resources
- ☐ Complete Company Research worksheets



Resume & Cover Letter Creation

- ☐ Use AI to analyze your resume for trends in skills and experiences for strengths and growth opportunities.
- ☐ Review your resume/CV/cover letter with advisor(s) and mentors
- ☐ Create a reference page
- ☐ Add your resume, CV, and featured work to your LinkedIn profile



Networking

- ☐ Join a Professional Association
- ☐ Connect in person with mentors at UNE's Industry Exploration Day and Career Connections Mixer
- ☐ Identify network members for ongoing post-graduation mentorship
- ☐ Add post-graduate goals, plans, and transitions to LinkedIn/CareerConnect profiles