

FOUR-YEAR CAREER MAP

General Map

Freshman

FALL

Career Milestone	Done
Access Handshake QC * for career opportunities (events, internships, jobs, resources, etc.)	
Attend the Career Center's Meet and Greet Orientation*	
Take a Focus 2 career assessment	
Create a Draft Resume	
Join clubs and organizations through UKnighted	
Review courses for the major	

SPRING

Career Milestone	Done
Create a LinkedIn Account	
Explore career options for your anticipated major	
Schedule an appointment on QC Navigate with an advisor (career, academic and/or faculty)*	
Attend Career Center workshops *	
Participate in a virtual work experience, Forage	
Develop your career skills with NACE Competencies *	

Sophomore

FALL

Career Milestone	Done
Update your Handshake QC profile and interests*	
Develop a network of contact through LinkedIn	
Build out and formulate an effective resume	
Learn how to create spreadsheets, documents and presentation slides	
Apply for summer internships	

SPRING

Career Milestone	Done
Identify a mentor and check-in periodically	
Participate in campus events	
Volunteer for charitable organizations	
Join student professional orgs. Attend on campus and external career fairs, local meetings, conferences and seminars	
Enroll in workshops to brush up on your skills	

*Repeat regularly in each academic year (Years 1, 2, 3 & 4)

In conjunction with Career Milestones, refer to **Academic Degree Program Maps** for course planning based on the year you started at Queens College.



FOUR-YEAR CAREER MAP

General Map

Junior

FALL

Career Milestone	Done
Update resume to be succinct and industry ready	
Utilize LinkedIn Learning and The Vault 's resources	
Apply for internships on Handshake QC , Spring Forward, Career Launch , CUNY Tech Prep , LifeSci NYC , etc.	
Assume leadership in student groups	
Utilize online resources available on the Career Center website and Handshake QC	

SPRING

Career Milestone	Done
Acquire technical internship interview readiness	
Attend networking events with professionals	
Identify projects outside the classroom to enhance your professional	
Secure at least one internship by summer of Junior Year	
Participate in interest specific conferences	

Senior

FALL

Career Milestone	Done
Take advantage of events offered by Career Center to perfect job search, interviewing and employability skills	
Schedule an appointment with the career advisor	
Inform contacts you are searching for a job	
Apply, apply and apply for more jobs . Record your progress	
Complete a senior year or capstone project	

SPRING

Career Milestone	Done
Apply for more jobs . Record our progress and remember to follow-up on your applications	
Secure references and recommendations	
If applicable, complete graduate school application	
Connect with alumni office and join QC alumni	
Connect with alumni in LinkedIn groups	
Consider certifications and master's programs	

***Repeat regularly in each academic year (Years 1, 2, 3 & 4)**

In conjunction with Career Milestones, refer to **Academic Degree Program Maps** for course planning based on the year you started at Queens College.

