

CAREER
PACKET
FOR
FRESHMEN
&
SOPHOMORES

UNIVERSITY OF MARYLAND EASTERN SHORE

DIVISION OF STUDENT AFFAIRS

&

CAREER & PROFESSIONAL

DEVELOPMENT CENTER

GUIDE TO CAREER SUCCESS!

Welcome freshmen and sophomores to the University Of Maryland Eastern Shore Career & Professional Development Center. Your first and second years of college will be exciting, but challenging. In year one you will be adjusting to college life. Your four years at the University of Maryland Eastern Shore will go by rapidly, so it is important for you to think about your career plans now. The goal of career planning is to connect academic knowledge and real-world experience to determine the path of an individual's future profession. If you wait to senior year to think about career plans it may be too late to pursue opportunities that could have been valuable to you.

The Career & Professional Development Center is a comprehensive career-counseling center committed to empowering students to be active participants in their own career development process. Developing student's maximum potential is our mission. We serve as a major component within this development by assisting with the strategic planning of the student's career goals.

In the Career & Professional Development Center we assist students with all aspects of career development. The staff provides individualized career counseling, which involves the beginning stages of career development, exploration of majors, gathering of occupational information, careers, and the utilization of computerized career guidance programs. Emphases are also placed on the preparation of resumes, interviewing techniques and other job search strategies.

Below are some strategies to assist you in preparing for career success. It is extremely important for you to start early and spend more time planning for life after college.

FRESHMEN

Awareness/Selection of Major

- Maintain a strong academic performance by making excellent grades each semester. Employers and graduate schools like to see strong G.P.As.
- Sign up for Focus II, the complete career and educational planning system for students, featuring self-assessment, career exploration and research on college majors.
- Take self – assessment to learn more about yourself and skills.
- Attend career services events.
- Start developing or enhancing your writing skills.
- Get involved with campus or community organizations. This will help build your resume.
- Explore careers and majors through utilizing the Career Library.
- Visit the University Career & Professional Development Center website at www.umes.edu/careers/
- Begin to develop a resume and cover letter.
- Acquire hands- on experience in your major by obtaining a summer internship.

2.

SOPHOMORES

Career Exploration/Major Commitment

- Review and update your resume and cover letter. If you need assistance please bring resume to Career & Professional Development Center for review.
- Secure a summer job or internship to gain knowledge about the work environment, develop skills and build work references. Seek or participate in community services or volunteer activities.
- Interview an alumni or professional in your career field.
- Enhance computer skills and become familiar with numerous software programs
- Keep up with scheduled calendar of events sponsored by the Career & Professional Development Center www.umes.edu/careers/
- Network with faculty and staff in career fields of interest.
- Select electives that will further enhance your qualifications.
- Meet with Career Professionals to assist you in exploring majors, career options and the labor market.
- Attend Career Fairs.

Remember this information is not a blue print for your career development process during the next four years. Although you might not think so, it is normal for students to change majors and careers. This is why it is so important to start exploring career options early. So visit the Career & Professional Development Center to receive assistance with formulating a personal plan. The office is located in the Student Services Center, Suite 2158.

Disability and Smoke Free Policy Statement

If you have a disability and require reasonable accommodations that we need to provide in order to facilitate your full participation in this program/event, please contact Dr. Dorling Joseph, Director Student Disability Services (410) 621-3446. Please allow 3-5 days to arrange the accommodations. UMES is a smoke free campus.

*Parts adapted from Career Choices in North Carolina, 2003 Career Development and User's Guide, Youth Edition.