Student Information
Four Year Plan
**Freshman Year**

Explore career paths and develop your resume

The emphasis this year should be on resume writing and career exploration. You will need a resume when applying for Co-ops/internships and for full-time positions upon graduation.

- Attend a **resume workshop** in Career Services. Dates and times are posted on our website.
- Review resume examples found on our website.
- Schedule an **appointment** to meet with a Career Counselor to help transition your resume from high school to college (715-232-1601).
- Access your Stout CareerLink account to complete your profile and upload your resume.
- Attend Career Services’ annual Career Conference in October to explore career opportunities.
- Discover career options, research companies, and explore career guides with **Vault Career Insider**.
- Get involved and begin networking! Join campus clubs/organizations related to your major! Volunteer in the community!
- Explore different career paths! **Job shadow** and conduct an **informational interview** with professionals in a career field of interest.
- Learn what a Co-op/internship is by visiting the Career Services office or website.

**Sophomore Year**

Prepare for a Co-op/internship

- Make an **appointment** with a Career Counselor to review and update your resume (715-232-1601).
- Attend the “**How to Find a Co-op/Internship**” workshop. Dates and times are posted on our website.
- Consider an International Co-op! Use **Going Global** and **The BIG Guide** to help you research and plan for an International Co-op experience.
- Attend a **LinkedIn** workshop and learn how to professionally network online.
- Attend the annual **Career Conference** to apply for Co-op/internship opportunities.
- Utilize the **Career Mentor Search** on Stout CareerLink to find and network with UW-Stout alumni and employers.
- Continue to explore different career paths! **Job shadow** and/or conduct an **informational interview** with professionals in a career field of interest.
- Discover career options, research companies, and explore career guides with **Vault Career Insider**.
- Attend employer open houses listed on Stout CareerLink to learn about Co-op/internship opportunities.
- Continue to stay involved with student organizations and if possible, assume a **leadership** role.

**Did You Know?**

Approximately 50% of students that participate in a Co-op receive a job offer from that employer after graduation. Employers look for students with Co-op experience!

**Did You Know?**

The Career Conference is hosted annually by Career Services and is one of the largest in the Midwest. A high percentage of employer representatives are Stout alumni who return each year to recruit!
Junior Year
Experience a Co-op/internship

Update your Stout CareerLink profile and resume. Sign-up for on-campus interviews and explore all the Co-op/internship search services found on Stout CareerLink. The most important part of landing a Co-op/internship is the interview. Remember that the person with the best interview skills is the one who gets the position.

- Attend an interview workshop. Dates and times are posted on our website. Find out:
  » What questions you will be asked by the employer
  » How to write a proper thank you letter and follow up
- Read interviewing materials found in our office and on our website.
- Practice interviewing with our mock interview program, “InterviewStream,” found on Stout CareerLink.
- Schedule an appointment with a Career Counselor to review and update your resume (715-232-1601).
- Attend the Career Conference in October to identify Co-op/internship opportunities.
- Continue to build your network! Expand your connections on LinkedIn, join professional associations related to your major, and conduct informational interviews.
- Continue to expand your leadership experiences in student organizations.
- Participate in professional associations related to your career goals.

Senior Year
Prepare and transition into your professional career

Update your Stout CareerLink profile and resume and sign-up for on-campus interviews early. Explore other helpful services found on Stout CareerLink to find full-time employment upon graduation.

- Attend a job search workshop in Career Services. Dates and times are posted on our website.
- Make an appointment with a Career Counselor to review and update your resume (715-232-1601).
- Attend the annual Career Conference to find professional career opportunities.
- Network, network, network! Use LinkedIn and conduct informational interviews to help you connect with professionals in your career field.
- Attend employer open houses listed on Stout CareerLink to learn about career opportunities.
- Attend professional conferences as a student to network in your career field.

Did You Know?
Co-op students average approximately $12.50 an hour. Each year students participate in Co-ops in over 30 states as well as globally.

Did You Know?
Annually, 6,000+ full-time positions are posted on Stout CareerLink. Over 1,500 on-campus interviews are coordinated in Career Services each year!
STEP 1
Create or update your profile and resume on Stout CareerLink
www.uwstout.edu/careers/careerlink_menu.cfm

STEP 2
Develop an effective resume and cover letter
▪ Attend a resume writing workshop listed on our website.
▪ Review resume and cover letter writing materials found in our office or on our website.
▪ Have your resume and cover letter critiqued by a Career Services counselor.

STEP 3
Network for Co-ops and professional careers
(Remember: 70-85% of jobs are never advertised!)
▪ Let family, relatives, and friends know that you are looking for a Co-op or professional position.
▪ Let faculty and staff know that you are looking.
▪ Contact employers you’ve met through career conference, open houses, student organizations, and previous work experience.
▪ Join LinkedIn and other professional social networking sites.
▪ Contact “Career Mentors” by major and geographic location on Stout CareerLink.
▪ Contact Stout Alumni in your major.
▪ Conduct Informational Interviews with professionals in your field.
▪ Join Professional Associations related to your major.
▪ For additional information, review Networking on our website.

STEP 4
Pursue advertised Co-ops and professional careers
▪ Check Stout CareerLink for:
  ▪ On-Campus Interview Schedule
  ▪ Co-op and Job Vacancy List
  ▪ EmployOn
  ▪ Going Global
  ▪ ReferenceUSA and more
  ▪ Check Finding Jobs and Co-ops in the Student section on Career Services’ website to find:
    ▪ Career Conferences (List of Career Fairs around the region you can attend)
    ▪ The Riley Guide (List of internet sites with job listings)
    ▪ Federal, State, & Local Job or Co-op Opportunities
    ▪ Job Search Resources for Education Majors
    ▪ International Students also check the Diverse Students site in the Student section
▪ Check the following “spidering” job search engines:
  ▪ Indeed
  ▪ Simply Hired

STEP 5
“Prospect” for Co-ops and professional careers in desired geographic areas
▪ See Prospecting Job Search Method on our website.
▪ Use “ReferenceUSA” to identify employers you would like to work for in a desired geographic area. ReferenceUSA is a web based company research tool available on Stout CareerLink.

STEP 6
Prepare for interviews
▪ Attend an interview workshop listed on our website and do a mock interview using “InterviewStream” on Stout CareerLink.
▪ Review interviewing skills information in the Interviewing section of our website.
▪ Research the organization and position via their website or ReferenceUSA. See Researching Employers for Successful Interviews on our website.
▪ Know your worth; review Salary Information found on our website.

STEP 7
Evaluate the interview and follow-up
▪ Send a thank you letter and follow-up with employers you interview with. See Cover Letters and other Job Search Letters on our website for examples.
▪ Review Evaluating the Job Offer found on our website to learn about benefits, salary and more!