We recognize that students at the Woods College are pursuing their degree at various points throughout their professional journey. The Woods College seeks to adapt the overall Boston College Career Center model of explore, prepare, act, which will help you determine where you are in your journey and which steps you may need to take to achieve your goals.

We encourage you to work with your academic advisor and take full advantage of resources at the Boston College Career Center to work towards your next steps.

1. Explore

At this stage, begin turning your reflection into action to find a path that aligns your past experiences, individual skills, interests, and values with meaningful career opportunities and aspirations. Complete a self-assessment, participate in retreats, explore industries, have career conversations with alumni, take part in a job shadow, or complete an internship.

2. Prepare

Whether you are applying for your first job or your next promotion, you will want to highlight what makes you distinct and present your talents in the best light. At this stage, begin to seek opportunities to develop the skills employers seek, and learn how to effectively present your experiences, skills, interests, and values to a potential employer or graduate school. Prepare your resume, craft a cover letter, create a Linkedin profile, draft a personal statement, and develop your networking and interviewing skills.

3. Act

It’s time to make it all happen. At this stage, begin strategizing your search plan and start pursuing opportunities that align with your interests, skills, and values. Apply and interview for positions, connect with alumni, meet employers at a career fair, or submit your resume for a promotion or next role.

Adapted from the Boston College Career Center Model for Undergraduates
Woods College Career Advisement Plan

**Within the first 30 credits: EXPLORE**
- Log on and become familiar with Eagle Link
- **Self-assessment tools**
- **Explore careers by major**
- Bring a Career Center reviewed resume to your academic advisor
- Attend a Career Center orientation event

**Within the first 60 credits: PREPARE**
- Attend a Career Center Event (Consider exploring Endeavor)
- **Workshops**
- **Industry Chats**
- Identify artifacts for BC Career Counseling Center Portfolio
- **Find a Job or Internship**
- **Considering Graduate Study**
- Bring a cover letter to your academic advisor
- Create/Update your LinkedIn profile

**Within the first 90 credits: ACT**
- Career fairs and networking nights
- On-campus recruitment program
- **Boston College Career Community**
- Set up a networking meeting/coffee with a Woods College Alum
- Engage in some structured discernment to delimit job/career/vocation, life purpose, etc.
- One job shadow day, or a reflection on one’s current job
- Participate in a mock interview

**Final two semesters/final 30 credits:**
- NACE Professional Competency Self-Assessment Tool
- NACE Self-Exploratory Self-Diagnostic Form
- Finalize BC Career Counseling Center Portfolio
- NACE Bragging Rights - Assessment

**During Summers:**
For those not yet in a career position: consider internships
For those in a career position: reflection and taking-stock activities
Graduate school conversations

Ideally, all steps will have been completed before graduation.

Advisor Confirmation: _______________________
Date Completed: _______________________
Ensure faculty are up to date on process.