

The Professional Development Center is here to help guide your career and professional goals.

The Professional Development Center's four-year road map offers recommendations for you to begin learning and exploring your interest and building a path to career achievement. We encourage you to start your career exploration as early as your freshman year at City Tech. It's never too early to begin preparing for your career journey.

We're with you every step of the way!



Freshman Year

(Initiate your career services engagement)

1st semester

- ▶ Claim your **CityTechConnect**
 - ▶ **CityTechConnect website:** <https://citytech-cuny-csm.symplicity.com/students/>
- ▶ Explore the PDC website
 - ▶ **PDC website:** <http://www.citytech.cuny.edu/pdc/>
- ▶ Complete a self-assessment
 - ▶ <https://www.careeronestop.org/ExploreCareers/explore-careers.aspx>
 - ▶ 16 Personalities- <https://www.16personalities.com/profile>
 - ▶ <https://www.mynextmove.org/explore/ip>
- ▶ Attend a Professional Development Center - career services orientation
 - ▶ Ask questions, get advice

2nd semester

- ▶ Drop-in virtually to the Professional Development Center and explore your interest, majors, and values
 - ▶ Attend PDC drop-in hours for advice and effective tips
 - ▶ **Bureau of Labor statistics** (occupational outlook handbook): <https://www.bls.gov/ooh/>
- ▶ Basic resume writing
 - ▶ Vault resume tips: <https://access.vault.com/resume-tips>
- ▶ Check-in with professors and internship coordinators
 - ▶ Degree requirements – do you need an internship to graduate?
 - ▶ Degree requirements – have you met your internship requirements? If not, meet with your internship coordinator for prerequisites
 - ▶ **DegreeWorks:** <http://www.citytech.cuny.edu/registrar/degreeworks.aspx>
 - ▶ Undergraduate research: <http://www.citytech.cuny.edu/research/>
 - ▶ Study abroad

Sophomore Year

(Continue to explore, research, and develop)

1st semester

- ▶ Explore career fields and industries/focus on possibilities
 - ▶ **City Tech exclusive Vault access link:** <https://access.vault.com/career-insider-login.aspx?aid=148718>
 - ▶ Explore company sectors
 - ▶ Be prepared for unexpected opportunities
 - ▶ Attend drop-in hours for advice and effective tips
- ▶ Meet with PDC Program Coordinators to develop short and long term career goals
- ▶ Develop leadership skills; join a student club, team, or conduct research
 - ▶ **City Tech clubs:** <http://www.citytech.cuny.edu/clubs/>
- ▶ Create and/or update your college resume
 - ▶ Vault resume tips: <https://access.vault.com/resume-tips>
 - ▶ Check out PDC resume templates on CityTechConnect – Symplicity: <https://citytech-cuny-csm.symplicity.com/students/>
 - ▶ Attend drop-in hours for advice and tips on your resume
- ▶ Basic cover letter writing
 - ▶ Vault cover letter tips: <https://access.vault.com/cover-letters-tips>

2nd semester

- ▶ Develop a 30-second pitch/elevator pitch
 - ▶ **Elevator pitch resource:** <https://www.themuse.com/advice/the-15minute-method-to-writing-an-unforgettable-elevator-speech>
- ▶ Attend PDC virtual events
 - ▶ Login to CityTechConnect – Symplicity: <https://citytech-cuny-csm.symplicity.com/students/>
- ▶ Apply for internships/part-time positions, service learning, and/or undergraduate research
 - ▶ **City Tech resource:** <http://www.citytech.cuny.edu/research/special-programs.aspx>
- ▶ Attend employer informational events/career fairs
 - ▶ Login to CityTechConnect – Symplicity: <https://citytech-cuny-csm.symplicity.com/students/>
- ▶ Join a professional organization

Junior Year

(Review, refine, and capture your process)

1st semester

- ▶ Meet with a PDC Program Coordinator to refine career goals
- ▶ Create a LinkedIn profile
 - ▷ Connect with employers
 - ▷ Read/share articles
 - ▷ Find additional career resources (Google search)
- ▶ Enhance and perfect interview skills
 - ▷ Vault interview tips: <https://access.vault.com/interview-questions-advice>
 - ▷ Schedule an informational interview
 - ▷ Schedule a mock interview with a PDC Program Coordinator
- ▶ Finalize resume and cover letters
 - ▷ Vault resume tips: <https://access.vault.com/resume-tips>
 - ▷ Vault cover letter tips: <https://access.vault.com/cover-letters-tips>
 - ▷ Attend drop-in hours with PDC Program Coordinator for advice and tips on your resume/cover letter
- ▶ Check-in with professors, and internship coordinators
 - ▷ Degree requirements – do you need an internship to graduate?
 - ▷ Degree requirements – have you met your internship requirements? If not, meet with your internship coordinator for prerequisites
 - ▷ **DegreeWorks**: <http://www.citytech.cuny.edu/registrar/degreeworks.aspx>

2nd semester

- ▶ Gain experience by securing an internship, part-time job or undergraduate research
- ▶ Join a professional organization
- ▶ If graduate school is in your future, start researching programs and requirements
 - ▷ Research graduate school
 - ▷ Take note of deadlines to apply
 - ▷ Prepare personal statements and other documentation for application requirements

Senior Year

(Achieve, land, and reach career goals)

Senior year

- ▶ Update your LinkedIn profile
 - ▷ Re-connect with employers
 - ▷ Read/share articles
- ▶ Create and organize a portfolio
 - ▷ **Github**: <https://github.com>
 - ▷ **Wix**: <https://wix.com>
- ▶ Finalize graduate school application processes (letters of recommendation, personal statements, and exams)
- ▶ If graduate school is in your future, start researching programs and requirements
 - ▷ Research and apply to graduate school
 - ▷ Prepare for standardized test
 - ▷ Prepare personal statements and other documentation for application requirements