The Ohio State University at Mansfield

Four Year Plan for Career Success

Year 1: Job Shadow/Part-time Job
- Explore your academic major options.
- Create a resume.
- Join a student organization.
- Schedule a meeting with Career Development.
- Explore careers through job shadowing opportunities and part time jobs.
- Attend on campus career events and community job fairs.

Year 2: Micro-Internship
- Meet with the Internship Coordinator to discuss micro-internship opportunities.
- Actively search and pursue internship/micro-internship opportunities.
- Complete assessments with Career Development to explore your interests, skills, and values. Make a list of career and/or graduate school options.
- Update your resume/write a cover letter.
- Make professional connections with faculty and begin collecting letters of recommendation.
- Attend on campus career events and community job fairs.

Year 3: Internship
- Make an appointment with Career Development to discuss your career goals, have your resume reviewed, and brush up on interviewing skills.
- Make an appointment with the Internship Coordinator to discuss internship search strategies.
- Complete an informational interview with a professional in your desired career field.
- Join a professional network in your field.
- If you plan to attend graduate school, explore and identify graduate school options and develop a plan.

Year 4: Full-time Employment
- Complete an internship or obtain a part-time job related to your chosen field.
- Begin to actively conduct your full-time job search 6 - 9 months prior to graduation.
- Meet with Career Development to discuss job search strategies and available career resources.
- Attend all on campus career events.
- Network with potential employers as much as possible.
- If you plan to attend graduate school, discuss your application materials with Career Development (explore standardized tests, if applicable).

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Call 419-755-4317 to schedule an appointment

According to the results of the Class of 2019 Student Survey from the National Association of Colleges and Employers (NACE), students who completed at least one internship prior to graduation were significantly more likely to receive multiple job offers for positions after graduation. Those without an internship received 16 percent fewer job offers.