Why Have A Four Year Career Plan?
When you entered Millersville University you may have had a very specific career goal in mind or you may not have even selected a major. Whichever end of the spectrum you are on, Experiential Learning and Career Management (ELCM) can help you reach goals that will help you become a successful MU alumnus.

ELCM has prepared a roadmap for you to follow and a number of strategies to assist you in your journey to becoming a fulfilled, educated professional in the field of your choice. Some can be implemented as a natural part of being an engaged student and others that will require thought and planning on your part. Each semester ELCM sponsors a variety of workshops and programs to help you focus on your future goals and develop strategies to achieve them. Career Week takes place in the spring semester, offering a full week of activities and workshops to help prepare you for your job search and successful post-graduate outcomes.

There are several strategies that will assist you in your journey to becoming a fulfilled, educated professional in a field of your choice. Some can be implemented as a natural part of being an engaged student and others that will require thought and planning on your part. As you take General Education courses and participate in University events and activities you may discover new interests and passions. Other strategies will lead you to take an active part in defining your interests, skills and abilities as you learn to make effective career decisions.

Freshman Year: Focus on your future, Access and Explore
During your freshman year, connect with Experiential Learning and Career Management (ELCM), clubs, events, and your advisor to assess your skills interests and values and explore options. Here are some specific things you can do during your first year at Millersville to start your journey of becoming a fulfilled, educated professional in the field of your choice:

- Use FOCUS, a free web-based assessment tool to identify interests, skills and values. Explore how you fit into different career fields.
- Research Majors and related Careers with online tools and Major Views videos. Eliminate majors in which you are definitely not interested. Review course descriptions in the academic catalog and talk to professors and friends.
- Complete your profile in Career Connection, our dynamic career management platform and job database, to find part-time jobs on or off-campus, register for career events, internship selections, and connect with employers. Career Connection’s My Profile feature and other tools will help you manage your career as a student at Millersville and after you graduate.
- Talk to your Academic Advisor and learn more about Millersville’s Majors and Minors. Get to know your professors and discuss careers in your major. Intentionally choose classes that allow you to explore areas of interest as well as fulfill general education requirements.
- Contact ELCM to meet with a career counselor to discuss your goals and create an experiential learning plan that might include work study, volunteer, and internship opportunities related to your interests.
- View Candid Career video career profiles to learn about occupations and hear advice from our alumni. Talk to other alumni, relatives, friends and community members to find out how they chose their majors or careers, concentrating on the career areas that interest you.
- Like and follow ELCM on Facebook and Twitter to get regular updates on events, career development news, and important job-search tips.
- Join student organizations and engage in volunteer work related to your interests. Check out Volunteer Central for volunteer service activities on campus and in the community. Find out about all of the extra-curricular activities and organizations MU has to offer at Get Involved.
- Partner with a peer mentor or a professional mentor. To get started contact the Millersville Mentoring Alliance Program.
Sophomore Year: Explore What is Possible

During your sophomore year, investigate career paths in your chosen field. Here are some specific things you can do on your journey of becoming a fulfilled, educated professional in the field of your choice:

- Start clarifying and confirming your career choice by gaining career-related work experience through volunteerism, part-time jobs or internships. Attend the Volunteer Fair or visit Volunteer Central to learn more about opportunities available at with our community partners. These experiences help you build connections with your community, fellow students, faculty and staff, and develop leadership skills.
- Take courses in subjects of interest or within your chosen major, including a class with a service-learning component that will allow you to apply academic knowledge and skills to address community issues. Get involved with the Center for Public Scholarship and Social Change or the Center for Sustainability for opportunities to engage with and serve our community.
- Use online tools to explore Career Options in your major, like Candid Career Information Videos or What Can I Do With This Major?
- Update your profile in Career Connection and access The Campus Career Coach, to find links to industry specific resources and professional associations.
- Build experience by job shadowing or conducting informational interviews with local businesses, organizations and alumni mentors. This will give you the opportunities to ask questions about a specific field, see first-hand what the job entails, and reflect on the experience.
- As you build experiences, start developing your own Personal Brand. This is a strong professional identity that will help you stand out to prospective employers. Make connections by building a profile on LinkedIn. Follow companies and organizations that relate to your professional or occupational interests on Twitter and Facebook. And, don't forget to follow ELCM on these social media platforms, too!
- Visit ELCM to have your resume critiqued. Use our Job Search Guide to learn more about resumes, cover letters, professional references, and interviewing. When developing your resume, include transferable skills from all of your previous work or leadership experiences.
- Attend ELCM workshops and programs and Career Week events to connect with employers and explore your career options.
- Discover opportunities through studying abroad and internships that will foster professional and personal growth. Search Career Connection for part-time, seasonal or internship opportunities.
- Explore student organizations to further define or broaden your interests, develop additional skills, and expand your network. Take advantage of all MU has to offer at Get Involved.

Junior Year: Discover Job Opportunities

During your junior year, connect with Experiential Learning and Career Management (ELCM) and potential employers or graduate schools. Here are some specific things you can do to become a fulfilled, educated professional in the field of your choice:

- Update your profile in MU Career Connection and access The Campus Career Coach, to learn about job search strategies.
- Conduct focused informational interviews for job-related information and networking. Access the Occupational Outlook Handbook for information about careers, educational requirements, salaries, working conditions, and more.
- Update your Resume and have it critiqued by an ELCM staff member. We have daily walk-in hours and also conduct critiques by email. Use social media platforms like LinkedIn to continue to develop your Personal Brand. Personal branding is when you market yourself and your experience as a “brand” – It’s how you stand out from a crowd by identifying and expressing your unique value, skills and abilities in a consistent way, across all media platforms (print, virtual, etc.).
- Meet with a career counselor or attend ELCM workshops and programs and Career Week events, to learn about topics ranging from resume and cover letter writing to internship searching and interviewing skills.
- Get involved! Participate in on and off-campus student organizations to develop your leadership and interpersonal skills, including student chapters of professional associations.
- Practice articulating what you are studying and why, and the skills you've developed through your academic and experiential learning activities. Look for volunteer and service-learning opportunities at Volunteer Central.
- Participate in an academic internship to engage in a professional experience at an organization. Develop new skills and learn about a field or industry that complements your classroom learning. Get started now, by attending an Internship Info Session or by completing the online Orientation.
- Attend the fall and spring Job & Internship Fairs. Get the most out of the opportunities they provide to connect with employers and practice your interviewing and networking skills.
- Begin your Graduate School selection and admission process, research and prepare for graduate exams, begin drafting a personal statement. Attend the fall Graduate School Fair to collect information and speak with admission representatives from a variety of different graduate programs and schools.
Senior Year: Succeed in the workplace or graduate school

During your senior year, connect with Experiential Learning and Career Management (ELCM) and make decisions about your post-graduate plans for employment or graduate school. Here are some specific things you can do to become a fulfilled, educated professional in the field of your choice:

- Early in the year meet with your academic advisor or one of our career counselors to define your post-graduation goals and create an action plan.
- Update your profile in MU Career Connection and access the employment database to explore hundreds of employers and full-time job opportunities. Attend all off-campus and on campus Fall and Spring Job Fairs, even if you are not graduating that semester, to connect with prospective employers and practice your networking skills.
- Research employers in your field with online tools and resources and consider conducting informational interviews for networking.
- Polish all your social media profiles and create a LinkedIn profile, if you haven't already, to promote your Personal Brand. Follow targeted employers and professional associations on social media.
- Meet with a career counselor to finalize your Resume and Cover Letter, discuss job search strategies or graduate school, schedule a mock interview and prepare your “30 Second Commercial” (Elevator Pitch) to use at networking events.
- View ELCM Career Advice videos for helpful advice on starting your job search, utilizing social media, how to prepare for interviews, and the art of salary negotiation.
- Attend Career Week events or ELCM workshops and programs to sharpen your job search skills.
- Complete an internship and use the opportunity to build relevant experience and network with professionals in your field. Be able to articulate how your skills, experiences, and knowledge you’ve acquired will be an asset to an employer or graduate program.
- Contact us to schedule a Mock-Interview with a career counselor to prepare for Job Fairs and on-campus interviews.
- Attend Graduate School Fairs and information sessions to speak with graduate program coordinators and admission counselors.
- Research graduate school programs, take graduate school admission tests early, and have your personal statement critiqued.
- Join a professional association, like Lancaster Young Professionals, and Network, Network, Network! Get in touch with contacts you already have and share your post-graduation goals with as many people as possible. The more people that know what you’re looking for, the better your chances for more opportunities to present themselves.

Visit our web page for interactive links: http://www.millersville.edu/elcm/4YCP/index.php