

SOPHOMORE: *INVESTIGATION*

Preparing for your career doesn't begin during your senior year. In fact, it has already begun! The decisions you make and the things you do as a freshman and sophomore greatly impact your ability to reach your career goals as a graduating senior. Remember, you control your career destiny. Don't wait until your senior year to start realizing your goals. Your career train is on the move. Jump on board now so you can reach your destination!

— Bob Orndorff

1. Consider Career Options

- Develop a plan for sophomore year – priorities, goals, deadlines.
- Do a Gap Analysis on pre-requisite classes for your specific SoBA major. See what you are missing and talk to advising about how to fill in the gaps. The SoBA Advising office is in GBB 335.
- Career Preparation Survey: You can access several different surveys at the Montana Career Information Systems job search page <http://www.smartaboutcollege.org/get-to-college/mcis-logon-options.jsp>.
- Continue to develop your business network by attending programs, events, student organization meetings, etc.
- Volunteer for at least two community service projects.
- Join a student club or organization on-campus.
- Update Career Plan – develop a file of information such as actual job descriptions on specific career alternatives you are interested in and begin to narrow your list of potential career options.
- Take electives to learn more about your likes and dislikes. Consider using electives to earn a minor. Talk with advising about what is required to earn a minor.
- Learn about majors; talk to friends and relatives about occupations and make tentative choices.
- Line-up an internship or career-related experience for the summer to "check out" potential career choices – you can also job shadow or volunteer during winter or spring break.
- Continue to acquire career-related experience through part-time jobs during the school year.
- Continue to build a good work reputation and work ethic.

2. Write Resume and Cover Letter

- Write your resume and receive critiques.
- Prepare a web ready resume. You can find how-to guidelines at: <http://www.rileyguide.com/eresume.html#irr> and SoBA has information at <http://www.business.umt.edu/career/handouts.htm>.
- Compile a reference list of three to five professional references you can list for your internship/job search.
- Add materials to Personal Marketing Portfolio – lists of activities, references, letters of recommendation, list of projects, activities, honors and committee memberships.

3. Learn Job Interview Skills

- Learn about different kinds of interviews. Career Services has an interview guide at <http://www.umt.edu/career/interviewing/interview.htm>.
- Write out your answers to five tough interview questions. A few tough questions to consider are covered at <http://jobsearch.about.com/od/interviewquestionsanswers/a/toughquest.htm>.

4. Participate in Career Activities on Campus

- Attend SoBA Career Development workshops, employer panel discussions and recent alum presentations. You'll find the complete schedule for each semester at <http://www.business.umt.edu/career/>.
- Attend Career Services workshops and programs, Pre-Fair Employer workshops, and SoBA Career Development workshops. See www.umt.edu/career and <http://www.business.umt.edu/career/>.
- Attend job fairs, meet and network with employers, find out about different careers and requirements to enter each field.
- Join the Ask-An-Alum program – conduct an informational interview, write up results, and send a thank you note. See <http://www.ito.umt.edu/askalum/>.
- Check the UM student jobs web site at www.umt.edu/studentjobs. (On and off campus jobs, part-time jobs, internships, summer and volunteer opportunities are listed).
- Familiarize yourself with other services and resources available from the Offices of Internship Services and Career Services.
- Read at least one book on career planning and collect information about specific career areas.