Drive at your own pace but these are suggested steps for all students to complete by the end of their first year at Colgate. These steps are designed to provide exposure to career options & build skills fundamental to career success.

### Resources

- **A** Events Hosted by CCS
- **B** A Day in the Life
- **C** naviGATE, LACN, & NIC
  - [www.colgaterecruiting.com](http://www.colgaterecruiting.com)
- **D** iCAN alumni network
- **E** Advising
- **F** Peer Advisor critique
- **G** CCS Website
- **H** Print/online exploration resources
- **I** naviGATE*
- **J** Resume Writing*
- **K** Finding an Internship*
- **L** iCAN*
- **M** Cover Letter Writing*
- **N** Interviewing*
- **O** Resume Rubric

*Guides & Live/Online Workshops

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- Attend Career Services programming for first-years
- Learn about career fields by attending speakers and Career Services events
- Learn resume writing techniques
- Attend a Finding an Internship workshop
- Complete an approved resume and upload it to naviGATE
- Sign the Code of Conduct to acknowledge one’s professional and ethical responsibilities
- Network: complete the iCAN process and conduct 3 informational interviews in careers that interest you. Maintain relationships with contacts.
- Meet with a career advisor to discuss summer plans and develop an individualized career action plan
- Participate in at least 2 job shadows in a field of interest
- Learn to search naviGATE, LACN, & NIC for summer opportunities, employer information sessions, RSVP to career events
- Preliminarily research different industries (career paths, skills/knowledge required of the field, lifestyle)
- Participate in at least 2 job shadows in a field of interest
- Complete an approved resume and upload it to naviGATE
- Pursue Colgate’s summer funding opportunities (if appropriate)
- Attend a Maximizing Your Summer Experience workshop

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You are now prepared for Sophomore Year.