DIVE D.E.E.P.

INTO YOUR CAREER

It starts with Delaware State University’s Career Services!
DIVE D.E.E.P. INTO YOUR CAREER
With Delaware State University’s Career Services

WHERE WE’RE LOCATED
Career Services is located in the Martin Luther King Jr. Student Center, 3rd Floor, Suite 333.

OFFICE HOURS & APPOINTMENTS
Our office hours are Monday–Friday, 8:30am–4:30 p.m., year-round.

We have 30 minute appointments available for concentrated services.
LEAH DORSEY ’17
Mass Communications
VOA60 Intern

“Summer 2017, I have an internship with Voice of America through The Washington Center, Washington, DC. I was fortunate to secure an internship at Voice of America’s Media Lab. I produce 60 second news stories on world, Africa, America and election news. I am in charge of the production for one to two of these videos daily. The videos are posted on social media and sent to television shows that broadcast in other countries. As a Mass Communications major, I am very excited about this opportunity.”

ANTHONY WALKER ’17
Business Management
Kellogg Company Intern

“I received my internship opportunity by attending the Thurgood Marshall Leadership Institute, a trip hosted by the Office of Career Services. While at the LDI in DC, I was interviewed by several Fortune 500 companies. Kellogg offered me an internship. My title is professional summer intern in customer marketing of the Morning Foods business unit. I am currently working on a project to develop a digital coupon strategy. I also assist with sales strategies for the Morning Foods business unit.”
WHAT SHOULD MY NEXT STEPS BE?

1 VISIT US!

To be most prepared, come into the Career Services office so that we can “diagnose” your employability.

2 CREATE AND FOLLOW A 4-YEAR STRATEGIC CAREER PLAN

The opportunity to explore career options or create a strategic plan for your career or graduate education is available to every student through our office. This experience should start as early as your freshman year and should continue regularly throughout your time in college. You need to have a plan!

The pages that follow are provided as a guide with strategies to implement during your freshman to senior years to best position you to enter the workforce. If you are just receiving this information and are beyond your freshman year, you may review the plan and determine the best place to start.

3 RECEIVE NOTIFICATIONS ABOUT JOBS/OTHER RECRUITING ACTIVITIES

- Be sure to use your Delaware State email address. We have no other way of reaching you!
- Visit our student services webpage at desu.edu/career-services/student-services.
- For Career Exploration or other job search websites, go to desu.edu/career-services/online-resources.
- Become our friend on Facebook (@dsu.careerservices) or follow us on Twitter (@dsucareerserv) to get up-to-the-minute information on jobs and other events designed to help you navigate your career.

LOOKING TO SEEK STUDENT EMPLOYMENT?

Through the Student Employment Office, you can apply for jobs on campus and off campus with local employers. Visit desu.edu/studentemployment for more information and to apply.

DANIELLE DAVIS ‘17

Management Information Systems and Marketing
United States Army Research Lab

“I attended a Thurgood Marshall information session held in the Career Center. I registered on the website, signed up for their Leadership Conference in November 2016 and later on was contacted to apply for an internship with the Department of Defense. After a few interviews, I was selected to join as an intern in their United States Army Research Lab, where I work under the Survivability/Lethality Analysis Directorate.”
4-YEAR STRATEGIC CAREER PLAN

Year 1 | Freshman

ASSESSMENT AND AWARENESS

☐ Attend Career Services Orientation
☐ Visit Career Services and meet your career coach
☐ Undeclared major? Make an appointment to speak with a career coach
☐ Declared a major? Talk to a career coach to map out a career plan
☐ Learn how to do a job search
☐ Get acquainted with jobZology, DSU’s full-service career development portal
☐ Get a job on campus through Handshake, DSU’s Student Employment Portal (must have 12 credits)
☐ Consider job shadowing for the winter break
☐ Seek to secure your first summer internship to gain experience
☐ Purchase a gray, navy or black business suit
☐ Attend the Fall & Spring Career Week and Career Fair
☐ Build a resume

Year 2 | Sophomore

OCCUPATIONAL RESEARCH

☐ Visit Career Services to review your plan
☐ Attend career-focused workshops
☐ Pursue an internship, summer or part-time job related to your major
☐ Learn how to do informational interviews
☐ Seek out opportunities to apply for and participate in leadership events (i.e. Monsanto)
☐ Do a mock interview
☐ Utilize jobZology for research and job opportunities
☐ Establish a LinkedIn account
☐ Attend the Fall & Spring Career Week and Career Fair
☐ Update your resume
☐ Update Career Services on any jobs/internships you were offered and accepted for the employment achievement database
# 4-YEAR STRATEGIC CAREER PLAN

## Year 3 | Junior

**EXPERIENTIAL LEARNING**

- Visit Career Services to review your plan
- Attend career-focused workshops
- Pursue an internship, summer or part-time job related to your major
- Research various graduate/professional school options
- Do a mock interview
- Network with professionals in your field of interest
- Conduct informational interviews
- Utilize jobZology for research, target company contacts and job opportunities
- Seek out opportunities to apply for and participate in leadership events *(i.e.: Thurgood Marshall)*
- Go on a Study Abroad
- Attend the Fall & Spring Career Week and Career Fair
- Update your resume
- Update Career Services on any jobs/internships you were offered and accepted for the employment achievement database
- Take a graduate school admissions test

## Year 4 | Senior

**DECISION & EXECUTION**

- Apply for professional jobs
- Visit Career Services to review your plan
- Attend career-focused workshops
- Plan a strategy meeting with your career counselor
- Focus your resume and cover letter
- Update your LinkedIn account
- Polish your interviewing skills
- Network with professionals in your field of interest
- Finalize your application to graduate/professional schools and submit early
- Seek out opportunities to apply for and participate in leadership events *(i.e.: Thurgood Marshall Leadership Institute)*
- Attend the Fall & Spring Career Week and Career Fair
- Complete your Senior Survey to update the University regarding your successful employment, graduate school or future goals
- Take a graduate school admissions test
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DEVELOP. EXPLORE. EXPERIENCE. PRODUCE.
Delaware State University was founded in 1891 and is accredited by the Middle States Commission on Higher Education (MSCHE).