Parent and Family Guide to Career Development
Office of Academic Affairs
“Partners in Your Student’s Success”
We have a common goal...to prepare your student for life beyond Defiance College

1st Year
- Create Four-year Career Action Plan
- Develop resume by using Optimal Resume
- Register on College Central
- Participate in programs related to their major
- Explore membership to clubs and organizations
- Talk with upper level students about major

2nd Year
- Review 2nd year of Career Action Plan
- Network with professionals
- Investigate and apply to the McMaster School, join an organization or seek a leadership position
- Create a LinkedIn account
- Complete a mock interview
- Schedule for Graduate and Professional School class
- Explore summer job/internship related to career field
- Attend Job and Internship Fairs

3rd Year
- Review 3rd year of Career Action plan
- Explore and become members of professional associations related to major
- Explore summer job/internship related to career field
- Attend Job and Internship Fairs
- Create cover letter and secure professional references
- Update Resume with new experiences, organizations, etc.

4th Year
- Review 4th year of Career Action Plan
- Review and update resume, cover letter and LinkedIn account
- Attend Job and Internship Fairs
- Attend Senior Success Seminar
- Search and apply for employment opportunities

“Your Gateway to Career and Professional Success”
Defiance College
Office of Career Development Mission

The Office of Career Development assists students and alumni in identifying personal strengths and interests, exploring major and career options, and progressing toward graduate school and/or employment after graduation. Working closely with all the College stakeholders, the staff in the Office of Career Development strives to educate students with the knowledge, skills, and habits in the areas of professional communication, etiquette, resume and cover letter preparation, interview skills, networking, personal branding, graduate school preparation, and job search strategies.

Encourage your Student to Utilize these Career Development Services:
• Programs & Resources for choosing a major
• Various career development workshops
• Resume development
• Interview and presentation skills
• One-on-one Career Counseling
• Assistance with acquiring internships
• Assistance with your job search
• Prep for graduate & professional school
• Connections with alumni

Office of Career Development
Pilgrim Library 211 and 214
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