Career Action Plan

❑ Strive for a Strong GPA
Your GPA will determine if you will be able to pursue future career goals. Many of the prized internships will require a GPA of 3.0 or higher. Medical and law school will want a GPA of 3.4 or higher. Now is the time to establish a good GPA and keep it going. Go to class, schedule time to study, know what is expected of you and follow through. Meet with your professors if you need help and begin to build that mentor relationship.

❑ Get Involved on Campus
Getting involved has perks; you can exercise, try new activities, perform, discover hidden talents, explore career options, publish, learn how to lead others, and, of course, have fun! Plus, along the way, you’ll develop friendships with students—some exactly like you, some different. Check out the fun and numerous clubs and organizations on the Student Organization Directory www.hood.edu/studentorganizations.

❑ Volunteer in the Community
There are dozens of reasons why you should volunteer; finding a purpose, meeting new people and learning new skills are just a few. Plan to attend the Community Service Fair, held each fall semester and hosted by the Career Center. For additional resources, check out the volunteer and service learning website: www.hood.edu/campus-services/career-center/volunteer-and-service-learning-opportunities.html

❑ Explore Majors and Careers
Browse through the courses available within each major at Hood. If the course listings interest you, you may be on to something! Use FOCUS-2, the Career Center’s online career planning system to take an assessment and find a career match.

❑ Prepare or Update your Résumé
You may already have a résumé, and your freshman year is a great time to update it with new coursework, campus and volunteer activities, and part-time jobs. If you don’t have a résumé, there’s no better time to begin writing one! Utilize the Career Center’s online Résumé Tutorial to get started: http://www.hood.edu/campus-services/career-center/resume-tutorial.html

❑ Register on Linked-2-Work
Linked-2-Work is your primary connection to employment, internship and volunteer opportunities. You can post your résumé for prospective employers to view—and search for job and internship opportunities.

❑ Attend Campus Events
Plan to make an appearance at as many campus events that may help in determining your future plans. If a possible employer is on campus for an information session, stop in and hear what they have to say. The Social Visionary Speaker Series offers opportunities for students and community members to hear about the world around us and how we can make a difference in the future.

❑ Plan Your Summer
There are several possibilities to consider for the summer; volunteer, internships, summer jobs and study programs. Begin with Linked-2-Work to find out what is available: http://www.hood.edu/campus-services/career-center/career-services-and-resources/linked-2-work.html

Related Campus Services

❑ Academic Services
The Josephine Steiner Center for Academic Achievement and Retention assists all students who wish to become more effective and efficient learners. Staff and peer tutoring is available to students who wish to improve the quality of their written work and who need mathematics review.

Email: academicservices@hood.edu
Phone: 301-696-3569
Location: Rosenstock Hall, Suite 330

❑ Disability Services
The College works diligently to eliminate barriers to the educational pursuits of our students, wherever possible. Each disability is unique in that there is no single pattern of symptoms or problems that hold true for all people with that disability. For this reason, services are individually tailored to the needs of each student.

Lauren Reis, Disability Services Coordinator
Email: reis@hood.edu
Phone: 301-696-3421
Location: Rosenstock Hall, Suite 330

❑ Counseling Center
The Hood College Counseling Center offers short-term, confidential individual counseling and referrals for long-term and specialized counseling.

Delores Grigsby, Director of Counseling Center
Email: grigsby@hood.edu
Phone: 301-696-3440
Hours: Monday-Friday, 8:30 a.m. – 4:30 p.m., when classes are in session
Location: Corner of the Whitaker parking lot

❑ Religious and Spiritual Life
The office of the Dean of the Chapel facilitates and supports the religious and spiritual lives of all students. Through worship, service programs and outreach events, Hood students are encouraged to make vital connections on campus and with the wider community as they explore and develop their personal values.

Rev. Beth O’Malley, McHenry Dean of Chapel
Email: omalley@hood.edu
Phone: 301-696-3436
Myth #1: “I just started college; I don’t have anything to list on a résumé yet.”
Listing high school experience is permitted. Coursework, clubs, and part-time jobs are fair game. Use your high school events as building blocks for your college accomplishments. By your junior year, the high school information is dropped in favor of new college material.

Myth #2: “Only people applying for full-time jobs need résumés.”
It’s true that your full-time job search doesn’t start for a few years. And it’s also true that many part-time jobs have standard forms for job seekers to complete. But imagine the positive, professional appearance you’ll give by attaching a résumé to that form. You’ve just leaped ahead of other applicants who don’t take this extra step.

Myth #3: “I’m not applying for any jobs right now, so I don’t need a résumé.”
You might not be applying for paying jobs, but you may be applying for internships or volunteer positions. And you will be applying for jobs in the future. Remember, a résumé is a work in progress. Many graduating students stress over their one page resume more than a 10-page project because summarizing four years of experience in retrospect is much more difficult than editing the paper as you go.

Ready to Write?
Now that you know first-year students can write résumés, where should you start? Below is a list of categories commonly found on résumés that you can use to build your first résumé.

**Contact Information**
Your name and contact information (including e-mail address). If your personal account has an “edgy” name, consider opening another account solely for the résumé. (In other words, JSmith@hotmail.com is good for a résumé; beerpongchamp@hotmail.com is not.)

**Education**
Reverse chronological order is the rule. Start with the most recent degree you’re working on and work your way back. List a GPA of 3.0 or higher.

**Employment**
Again, reverse chronological order. List your current or most recent job, followed by past positions. It’s okay if this category is sparse. Traditionally, first-year students have one or a few jobs to speak of.

**Activities**
What activities are you involved in on campus? What clubs and organizations did you participate in during high school? Write them down.

**Volunteer Work**
If you volunteered for any organizations or participated in any charitable events in high school, talk about your experiences. Community outreach is highly favored in the world of work.

**Coursework**
What classes are you taking this semester? Did you take Advanced Placement classes in high school? You don’t need to list every class, but hit the highlights.

**Skills**
Skills are abilities you’ve had the opportunity to develop through your work, activities, and classes. Public speaking, computer knowledge, writing skills, customer service: All are examples of aptitudes to list in this category. The following skills can help you compile your list. Highlight any you believe apply to your experiences: public speaking, adaptability, writing skills, creativity, teamwork, leadership, problem solving, research, analyzing skills, organizational.
**What Hood College Alumni Are Doing**

- Accountant
- Archaeologist
- Archivist
- Art Teacher
- Artist
- Attorney
- Biochemist
- Budget Analyst
- Chemist
- Communications Director
- Computer Programmer
- Congressional Delegate
- Counselor
- Database Administrator
- Dentist
- Economist
- Editor
- Elementary School Teacher
- English Teacher
- Environmental Policy Specialist
- Environmental Scientist
- Epidemiologist
- Financial Advisor
- Foreign Language Interpreter
- French Teacher
- Grant Writer
- Historical Preservationist
- History Teacher
- Human Resources Director
- Intelligence Analyst
- Journalist
- Judge
- Librarian
- Linguistics Professor
- Marine Biologist
- Marketing Manager
- Museum Curator
- Music Teacher
- Oceanographer
- Park Ranger
- Pharmacist
- Physical Therapist
- Physician
- Physician Assistant
- Preschool Teacher
- Professor
- Psychologist
- Public Policy Analyst
- Public Relations Specialist
- Publisher
- Reading Specialist Nurse
- Reporter
- Principal
- Social Worker
- Software Developer
- Special Agent
- Special Education Teacher
- Statistician
- Surgeon
- Veterinarian
- Web Developer
- Writer
- Zoo Director

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**Where Hood College Alumni Are Working**

- American Red Cross
- AT&T
- Bechtel Power Corp.
- CIA
- City of Frederick
- Department of Health and Human Services
- Discovery Communications
- Environmental Protection Agency
- FBI
- Frederick County Public Schools
- Frederick Memorial Hospital
- GEICO
- Harper's Ferry National Historic Park
- Hughes Network Systems
- IBM
- Johns Hopkins Hospital
- Kaiser Permanente
- Legal Aid Bureau
- Lockheed Martin
- Lonza
- Maryland Symphony Orchestra
- Merck
- Merrill Lynch
- Montgomery County Public Schools
- National Gallery of Art
- National Institutes of Health
- NBC-4
- NIST
- NSA
- Office of Juvenile Justice
- Peace Corp
- Pfizer
- Rose Hill Manor
- SAIC
- Washington County Public Schools
- ZymoGenetics

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**Next Steps**

**Sophomore – Declare Your Major**
- Use Focus-2 to explore possible majors and related careers
- Begin to explore possible internship opportunities
- Get involved in community service activities
- Update your résumé with new experiences

**Junior – Do an Internship**
- Identify and apply for internship opportunities
- Participate in a mock interview and update your résumé
- Attend internship and job fairs and networking events
- If considering graduate school, begin to research programs
- Participate in campus and volunteer activities

**Senior – Plan for Life after Graduation**
- Determine your job target and begin the job search process
- Participate in a mock interview and update your résumé
- Attend job fairs and networking events
- Participate in on-campus recruiting opportunities
- Stay on track with graduate school planning
- Get an internship if you haven’t already
- Continue to participate in campus and volunteer activities
- Join a student chapter of a professional organization related to your career interest

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**The Catherine Filene Shouse Center and Office of Service Learning**

**Contact Us**

Location: Apple Resource Building, 2nd Floor
Hours: Mon-Fri 8:30 a.m.-5 p.m.
Phone: 301-696-3583
Email: careers@hood.edu
Web: www.hood.edu/careercenter

**Services**

- Individualized Career Consulting
- Career Assessments (FOCUS-2 & MBTI)
- Choosing a Major
- Internship and Job Search
- Volunteer Opportunities
- Résumé Writing and Critique Service
- Mock Interviews
- Graduate School Guidance
- Health Professions Advising

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**401 Rosemont Ave., Frederick, MD 21701**