



YOUR CAREER ROADMAP:

STEP – FOR- SUCCESS!

FIRST AND SECOND YEAR

- Complete the Student Enrollment form <https://www.beaconcollege.edu/test/>
- Schedule a one-on-one session with CDC staff via Email
 - T. Elliott: telliott@beaconcollege.edu
 - Dr. Duckins: mduckins@beaconcollege.edu
- Complete [Transferable Skills Form](#)
- Begin researching careers that interest you, using online sites O-Net etc.
- Explore careers of interest, ask and other professional about their career
- Research virtual job shadowing and other related workshop opportunities
- Seek opportunities to gain experience volunteering, job shadowing and informational interviews.
- Discovering and Applying for summer volunteer opportunity
- Complete at least one volunteer opportunity
- Complete [Resume Worksheet](#) and view [Cover Letter Template](#)
- Research volunteer/internship opportunities within your major of study
- Apply to at least (5-10) volunteer/internships during the summer and record on the Intern Information Log
- Complete and return [Volunteer/Internship Agreement Form](#)
- Complete and return [Job Description Form](#)
- Complete at least (1) Summer Volunteer Opportunity (Year 1)
- Complete and return [Pre- Evaluation Employer Form](#) (Year 2)
- Complete and return [Post- Evaluation Employer Form](#) (Year 2)
- Complete at least (1) Summer Internship Opportunity (Year 2)