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# YOUR CAREER ROADMAP:

## STEP – FOR- SUCCESS!

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### THIRD AND FOURTH YEAR

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- 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](mailto:telliott@beaconcollege.edu)
- Dr. Duckins: [mduckins@beaconcollege.edu](mailto:mduckins@beaconcollege.edu)
- Submit [Resume](#), [Cover Letter](#) and [Reference List](#)
- Begin your Career Portfolio
- Research and create a list of the top 5 companies that match your interests and qualifications
- Research internships/jobs within your major of study
- Professional organizations career panels Job Fairs, and employer information sessions
- Attend and participate in the Internship I and II Workshops
- Apply to at least (18-25) internships and/or (18-25) jobs per week for the summer. Record on the Intern Information Log
- Complete and return the [Internship Agreement Form](#)
- Complete and return the [Job Description Form](#)
- Complete and return [Pre-Evaluation Employer Form](#)
- Complete and return [Post-Evaluation Employer Form](#)
- Check total internship hours accumulated with CDC staff
- Fulfill your first 40 hours of internship/field experience (Year 3)
- Fulfill you last 40 hours of internship/field experience (Year 4)
- Start researching graduate/professional school if you're planning to continue your education.
- Schedule a complete Exit Interview with CDC staff (Year 4)