



CAREER
DEVELOPMENT
& ALUMNI
ENGAGEMENT

C H A N N E L
I S L A N D S

Fourth Year Career Development Guide

- Review your [first, second, and third-year guides](#) and focus on what is helpful to you.
- Finish creating and refining your resume and cover letters by creating an appointment through [Handshake](#). Handshake allows you to apply to jobs and internships, register for Career Center events, and schedule an appointment to meet with a Career Counseling Professional. You can also use [resume and cover letter resources](#) on the CDAE website to help you in this process.
- Participate in workshops and events offered by the CDAE and check out the [CDAE YouTube channel](#) to gain more insight into resources that you may find useful.
- Polish your [LinkedIn](#) account and continue to grow your network, develop a professional presence online, and search for career opportunities. LinkedIn is a professional networking tool that allows you to create a profile, connect with those in your field of study/interest, and search for job and internship opportunities.
- Meet with your major/minor [faculty advisor](#) and your professors to ask them what professional organization(s) to follow that can assist you in learning more knowledge about your field.
- Continue to use [LinkedIn Learning](#) (free through your myCI account) to develop new skills and refine your current skills. LinkedIn Learning allows you to search for courses, watch videos, and add new skills to your profile and resume.
- Build and maintain relationships with your professors, as well as your current and past supervisors. They can act as references in your job applications moving forward.
- Attend the [CDAE Career and Internship Fair](#) to meet prospective employers and build contacts for future employment. This is located on the CSUCI campus and is open to students.
- Attend the [Graduate Studies Center Graduate and Professional School Fair](#) and look into [additional graduate school resources](#) if this is an interest of yours upon graduation.
- Continue to conduct [informational interviews](#) with professionals in your field of interest and CSUCI Alumni. You can use [Dolphin Connect](#) and the [LinkedIn Alumni Tool](#) to do so.
 - Dolphin Connect is an online portal you can utilize to connect with professors, alumni, and professionals in your field of interest. It is a mentorship/networking tool that you can utilize as a student and later as an alumni.
 - Informational interviews are field research opportunities that can help you with the career exploration process and discovering more of your interests! You can also find potential individuals for informational interviews through LinkedIn by using the [LinkedIn Alumni Tool](#).
- Begin applying for jobs during the semester you are graduating. You can create an appointment through [Handshake](#) with a career counseling professional to help guide you through job-search strategies.
- Participate in a [mock interview](#) to practice your interview skills and learn helpful tips and strategies. Check out the [Interview Handbook](#) for additional information/resources.

Remember to...

- ✓ Make any needed appointments with the Career Development and Alumni Engagement Center. You can also get career assistance after you graduate by signing up for an [Alumni & Friends membership](#).
- ✓ Continue to network with those in your field of interest update your online profiles via [LinkedIn](#) and [Dolphin Connect](#).
- ✓ Use [Handshake](#), [online resources](#), and networking to help you with your job search.