



# CHART YOUR COURSE TO A BRILLIANT CAREER

Office of Career Services and Cooperative Education



SUFFOLK  
UNIVERSITY  
BOSTON | MADRID | DAKAR

# WORK WITH US FOR A SUCCESSFUL FUTURE

The Office of Career Services and Cooperative Education assists students in defining their career goals and provides the support and resources necessary to develop an independent, proactive, and successful search for fulfilling employment. Our career counselors are waiting to help you make the most of your time at Suffolk—and beyond.





*“Career Services was a huge help. I utilized many of their services and found that they were there to support me the whole way. They were instrumental in ensuring that I had the opportunity to meet with various employers and were a great help in securing a job after college.”*

*—Meredith McKenna, Accounting '09  
Auditor, Ernst & Young*

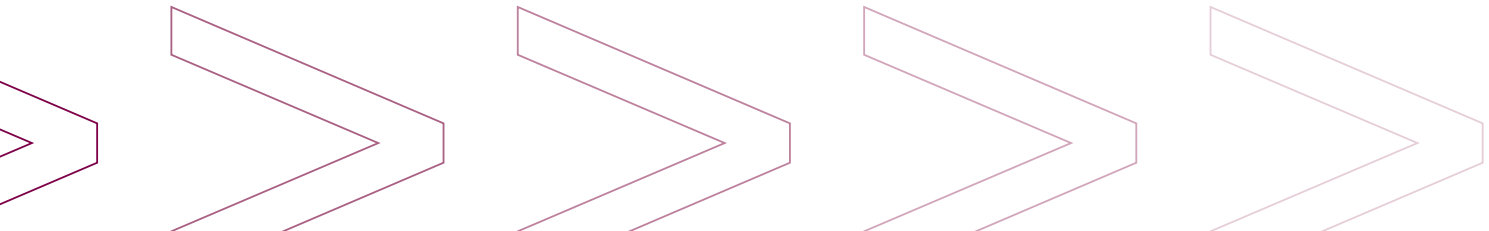


Explore your academic and extracurricular interests. It's the perfect time to try new things—courses of interest, potential majors/minors, and appealing clubs and organizations.



# STEPS TO TAKE IN FRESHMAN YEAR

# CAREER EXPLORATION





### 1 Get Connected with Career Services and Get to Know the Timeline

- Visit our office in person or online at [www.suffolk.edu/careers](http://www.suffolk.edu/careers)
- Schedule an appointment with one of our career counselors

### 2 Start Investigating College Majors of Interest

- Review the *College Majors Handbook*
- Take a career assessment test (Strong Interest Explorer and/or FOCUS, an online career inventory) and review the results with one of our career counselors
- Attend the **Majors/Minors Expo** and talk with faculty and upperclassmen in your areas of interest
- Identify your skills and interests as well as complementary majors

### 3 Develop a Draft of Your Résumé

- Review our résumés and cover letter guide
- Attend a résumé writing workshop
- Develop a draft and meet with a counselor
- Revise draft

### 4 Start Planning for Sophomore Year

- Review course catalogue for interesting classes
- Meet with your academic advisor to select courses
- Attend the **Summer Co-op Job Fair**



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Start refining your options: Select a major and complementary minor (optional) and identify an extracurricular activity worthy of your time and energy.

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# STEPS TO TAKE IN SOPHOMORE YEAR CAREER DISCOVERY

**SAMPLE SUFFOLK UNDERGRADUATE INTERNSHIPS** WHDH-TV (Boston, Channel 7) • Biogen • Colombian Embassy (Washington, DC) • *Improper Bostonian* • Kraft Sports Group • Panache Interior Design • Trial Division, Office of the Attorney General of Massachusetts • Massachusetts State Treasurer's Office • Monster.com • Suffolk Superior Court



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### 1 Test Your Major and Career Choices

- Search career profiles and fields of interest through the *Occupational Outlook Handbook* ([bls.gov/oco](http://bls.gov/oco)) and VAULT, an online career library available through [suffolk.experience.com](http://suffolk.experience.com)
- Review the *College Majors Handbook*
- Take courses of interest
- Participate in the [Sophomore Shadowing Program](#) to pair up with an alumni professional working in a field of interest

### 2 Join Student Clubs and Organizations of Career and Personal Interests

- Identify and participate in one or more of Suffolk's more than 75 clubs and organizations (full list at [www.suffolk.edu/clubs](http://www.suffolk.edu/clubs))

### 3 Choose a Major

- Consult with a career counselor and academic advisor
- After exploring your academic options, choose a major by the end of your sophomore year
- You can find a complete list of majors at [www.suffolk.edu/academics/majors](http://www.suffolk.edu/academics/majors)

### 4 Start Planning for Your Co-op

- Attend the [Co-op Information Session](#)
  - Participate in the [Summer Co-op Job Fair](#)
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Secure a co-op or internship in your field of interest—it will clarify your career interests, build marketable skills, expand your network, and enhance your professional readiness.

# STEPS TO TAKE IN JUNIOR YEAR CAREER EXPERIENCE

**SAMPLE SUFFOLK UNDERGRADUATE CO-OPS** Accounting/Finance Intern, HarbourVest Partners, LLC • Research Assistant, Massport • Lab Assistant, Harvard University Medical School • City Desk Co-op, *The Boston Globe* • Assistant to the Chief Counsel, US Immigration and Naturalization Service • Human Resources Intern, Federal Reserve Bank of Boston • Support Technician, Sovereign Bank • Design Researcher, IBM Corporation • Environmental Engineering Co-op, US Army Corps of Engineers • Museum Interpreter, Paul Revere Memorial Association • Music Programming Intern, KISS 108FM



### 1 Experience Your Career Field with a Co-op or Internship

- Meet with a co-op counselor to discuss options
- Pursue paid co-ops and unpaid internship opportunities by accessing **suffolk.experience.com**
- Meet with your academic advisor

### 2 Update Your Résumé and Prepare for Interviews

- Read the *Cover Letter/ Résumé Handbook*
- Draft a cover letter and revise your résumé
- Review your cover letter and revised résumé with a career counselor
- Review interview prep material and do a mock interview

### 3 Build Your Network

- Meet professionals in your field to gather career insight and information
- Become an active member in a professional association of interest (review the list of professional associations in the *Job Search Handbook*)
- Attend networking events at Suffolk

### 4 Prepare for Senior Year

- Assess your co-op experience
- Attend the **Summer Co-op Job Fair** (spring semester)
- Evaluate your career options

*“My co-op with the US Army Corps of Engineers solidified my decision to go into environmental engineering. It’s a huge field, and the experience allowed me to direct my focus and narrow down what I wanted to do.”*

*—Megan Cullen, Environmental Engineering '10*





Develop strategies and begin to execute your campaign to find post-graduate employment or gain graduate school admission.



# STEPS TO TAKE IN SENIOR YEAR CAREER SEARCH

**CAREER STARTS FOR SUFFOLK GRADUATES** Radiation Therapist, Brigham & Women's Hospital • Analyst, Deutsche Bank • Journalist, *Lowell Sun* • Web Application Developer, Harvard University • Social Worker, Massachusetts Department of Children and Families • Research Assistant, Ropes & Gray • Data Analyst, US Department of Justice • Auditor, Ernst & Young • Account Controller, State Street Corporation • Electrical Design Engineer, Parsons Brinckerhoff • Research Fellow, Federal Bureau of Investigation • Commercial Operations Coordinator, ESPN • Software Engineer, Raytheon • Family Wealth Analyst, Mellon Financial • Assistant Marketing, Genzyme



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### 1 Define Your “Exit Strategy” (Employment, Graduate School, or Both) and Get Additional Experience

- Meet with a career counselor to refine your career niche
- Continue to leverage co-op and internship experience into marketable skills, professional readiness, and networking opportunities in your field

### 2 Perfect Your Marketing Materials: Résumé and Cover Letters

- Review our *Résumé and Cover Letter Guide* and *Job Choices*
- Meet with a career counselor for final approval

### 3 Hone Your Job Search, Interview, and Resource Skills

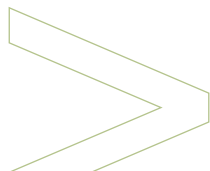
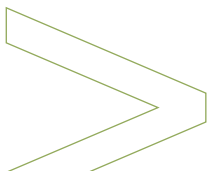
- Review the *Job Search Strategies Handbook*
- Review *Job Choices*
- Attend job search and interviewing skills workshops

### 4 Take Full Advantage of the Recruiting Program

- Register at **suffolk.experience.com** for access to job listings, job fairs, and on-campus recruiting opportunities
- Participate in networking events

*“Here’s the winning formula—follow your passion, secure relevant experiences through co-ops and internships, and you will compete successfully for career opportunities upon graduation.”*

*—Paul Tanklefsky, Director of Career Services and Cooperative Education*





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