

# Career Action Plan:

## Your Career Readiness Roadmap

### Associate Degree Programs



#### Checkpoint 1: DISCOVER

0–15 Credits Earned

- Take a career interest assessment using Career Coach ([ccac.emsicc.com](http://ccac.emsicc.com)) and research labor market data, including potential wages and the number of job openings in fields that interest you.
- Meet with a counselor to ensure your program of study matches your career interests.
- Connect with Career Services & Job Readiness to learn about job-search services and resources.
- Use Career Coach to research the hard and soft skills you'll need to succeed in your chosen career.
- Start developing a professional resume ([ccac.edu/\\_resources/documents/developing-your-resume.pdf](http://ccac.edu/_resources/documents/developing-your-resume.pdf)).
- Attend at least one Career Services & Job Readiness workshop, event or job fair.
- Activate your Handshake ([ccac.joinhandshake.com/edu](http://ccac.joinhandshake.com/edu)) account and complete your profile.
- Develop or strengthen employability skills by joining a club or organization.



#### Checkpoint 2: DEVELOP

16–30 Credits Earned

- Schedule a resume review with Career Services & Job Readiness (724.325.6771).
- Identify 3–5 professional references for employment applications. Examples include CCAC faculty, previous teachers, managers and co-workers. Get their permission to use them as references and verify their phone numbers, email addresses and mailing addresses.
- Audit your social media accounts and create a LinkedIn ([linkedin.com](http://linkedin.com)) profile.
- Develop an elevator pitch and practice networking with a Career Services & Job Readiness staff member.
- Attend at least one Career Services & Job Readiness workshop, event or job fair.
- Search Handshake for part-time jobs, internships or volunteer positions that will help you gain experience and improve your employability skills.



#### Checkpoint 3: CONNECT

31–45 Credits Earned

- Update your resume and profiles on Handshake and LinkedIn.
- Schedule a mock interview with Career Services & Job Readiness to practice interviewing.
- Research employers and start networking in your field using Handshake and LinkedIn.
- Create a job-search log to track your applications and interviews. Keep copies of each job posting to which you apply.
- Attend at least one Career Services & Job Readiness workshop, event or job fair.
- Search Handshake for career opportunities and internships.



#### Checkpoint 4: LAUNCH

46+ Credits Earned

- Revise your resume and create a cover letter that you can modify for each position to which you apply.
- Update your Handshake and LinkedIn profiles and build your professional network.
- Obtain appropriate interview attire (contact Career Services & Job Readiness for resource options).
- Attend at least one Career Services & Job Readiness workshop, event or job fair.
- Apply for career opportunities on Handshake and other online job boards that match your skills and qualifications.
- Check with the Registrar's office to verify that all graduation requirements have been fulfilled.

Contact CCAC Career Services & Job Readiness  
[careerservices@ccac.edu](mailto:careerservices@ccac.edu) or 724.325.6771