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# YEAR GUIDE TO CAREER SERVICES

## YEAR 1 IMMERSE YOURSELF

- » Explore the campus, make friends, and study! Don't forget to study.
- » Talk to your academic advisor, faculty, and upperclassmen to get more details about your major and other majors.
- » Get involved in student clubs and extracurricular activities to start building your experience.
- » Register with the Center for Career Services (CCS) at [www.collegecentral.com/ringling](http://www.collegecentral.com/ringling) to find on- and off-campus jobs, events, and resources that are available 24/7.
- » Connect with the CCS on Facebook (Ringling Talent), or Twitter (@RinglingCCS).
- » Stop by the CCS to take the MBTI self-assessment. See how your personality type can help you learn, work better with others, and choose a career path!
- » Attend guest lectures, recruiter presentations, and exhibitions. See upcoming events and programs on College Central Network (College Central).

- » Schedule an appointment with the CCS and discover how your interests match up with your major at [www.ringling.edu/ccsappointment](http://www.ringling.edu/ccsappointment).
- » Confirm your choice of major with your academic advisor. Explore other majors if you find a stronger passion.
- » Talk to recent graduates about their college experience and make the most of your time here. Alumni mentors are available on your College Central account.
- » Collect the best work from your first-year classes to include in your portfolio on College Central.
- » Research summer opportunities (internship, freelance, part-time, shadowing, or volunteer) in art/design industries.
- » Sign up for summer courses, if needed, to stay on track for graduation. Talk to your academic advisor.

## YEAR 2 APPLY YOURSELF

- » Focus and develop skills through your major courses to strengthen your portfolio.
- » Consider minors or elective courses to broaden those skills. Employers love multi-talented candidates.
- » Get started on your résumés and cover letters by reviewing our online examples and tutorials on College Central or by making an appointment with the CCS. We're here to help!
- » Attend "Food for Thought" presentations. Bring your lunch and we'll bring the snacks. [www.ringling.edu/foodforthought](http://www.ringling.edu/foodforthought).
- » Join and create a profile on LinkedIn to start building your professional network.
- » Update your portfolio on College Central and link your website.
- » Check out College Central for tips, tools, and tutorials about internship preparation. Hint: start looking early!

- » See a certified counselor in the CCS to learn how to apply your MBTI assessment to better communicate with classmates, faculty, and potential employers.
- » Consider volunteering for leadership roles on campus or in student clubs to grow your résumé.
- » Research and apply for a summer internship or other career options through College Central, Focus Explorer, Career Beam, and more. Available without a fee when you enter through your College Central account.
- » Get course credit for your internships by registering for the class which counts as an open elective. (forms at: [www.ringling.edu/INTE301](http://www.ringling.edu/INTE301))
- » Meet with your academic advisor to check for missing courses. Stay on track!
- » Attend recruiter presentations to learn about potential careers and internship opportunities.

## YEAR 3 PREPARE YOURSELF

- » Update your cover letters, résumés, and portfolios with new freelance, part-time, internship, work-study, or course experiences.
- » Stand out! Develop and create a personal brand/style to market yourself to employers.
- » Never stop improving. Ask faculty, alumni, and the CCS staff to critique your résumés and portfolios.
- » Shadow professionals in your field of interest to experience "a day in the life" of that occupation.
- » Attend on-campus recruiter presentations to explore a variety of internship and job opportunities.
- » Research the companies that interest you. Make a list for future reference.
- » Talk to graduates in your major about the career path they chose. Alumni mentors are available on your College Central account.
- » Use your MBTI type to find internships that best suit your personality and interests.

- » Practice interviewing techniques with the CCS staff or on CareerBeam 24/7 to build your confidence.
- » If considering graduate school, begin researching programs and application requirements.
- » Search and apply for summer internships and jobs via College Central and all services available to you without a fee. Every student is automatically sent a PIN # to use at <http://armadillos.focus-career.com/career/home>. If you missed the email invitation to register with your PIN #, please stop by or contact Career Services.
- » Evaluate and explore international, postgraduate, and Fulbright Fellowship options.
- » Join professional organizations at a discounted rate while you're still a student. It's another good way to network and gain insights!
- » Meet with your academic advisor at the end of the spring semester to ensure graduation next May. Enroll in summer courses as needed.

## YEAR 4 LAUNCH YOURSELF

- » Revise, polish, and finalize your résumés, cover letters, and portfolio website to a professional level.
- » Schedule an appointment with the CCS to discuss your career goals and create an action plan to achieve them.
- » Develop a list of prospective employers you're interested in pursuing. What can you offer them?
- » Research information on realistic salary and benefit expectations.
- » Submit your portfolio for on-campus recruiting interviews and attend recruiter presentations.
- » Follow up with professional contacts by email, phone, personal thank you letters, or LinkedIn connections.
- » Ask permission from faculty and internship supervisors to serve as references for you.
- » Study and take the GRE or other necessary entrance exams if applying for grad school.

- » Apply for visas for international employment if planning to work/study abroad. Use Going Global without a fee if you enter through your College Central account. Bon Voyage!
- » Contact and network with Ringling alumni - They've been in your shoes! Read alumni profiles on your College Central account at "Career Mentoring Network" and search LinkedIn for Ringling alumni too.
- » Your student account on College Central will move to an alumni account where more job opportunities will be available to you.
- » Apply for jobs via College Central and all services available to you without a fee like Focus Explorer and Going Global. (info at: [www.ringling.edu/resources](http://www.ringling.edu/resources))
- » Graduate and join the Ringling College Alumni group on LinkedIn! And remember—the CCS resources are yours for life.

#RINGLINGTALENT

WEBSITE:  
[WWW.RINGLING.EDU/CAREERSUPPORT](http://WWW.RINGLING.EDU/CAREERSUPPORT)

COLLEGE CENTRAL:  
[WWW.COLLEGECENTRAL.COM/RINGLING](http://WWW.COLLEGECENTRAL.COM/RINGLING)

LINKEDIN:  
RINGLING COLLEGE ALUMNI GROUP

TWITTER:  
@RINGLINGCCS

FACEBOOK:  
[FACEBOOK.COM/RINGLINGTALENT](https://FACEBOOK.COM/RINGLINGTALENT)



Ringling College  
of Art + Design

CENTER FOR CAREER SERVICES  
FERGUSON STUDIO BUILDING

TALENT@RINGLING.EDU 941.359.7502