

# HERITAGE CAREER & CALLING CENTRE

## DEGREE PLANNING GUIDE

### 1<sup>st</sup> YEAR

*A year for discovering...*

- Visit the Heritage Career & Calling Centre and discover what services they offer
- Meet with the Career Services team to discuss your giftings, passions and future goals
- Create/update your resume
- Complete a career/personality assessment facilitated by the Career & Calling Centre
- Attend the Ministry Job Fair
- Attend Career & Calling Centre events

### 2<sup>nd</sup> YEAR

*A year for planning...*

- Attend the Ministry Job Fair
- Start thinking about your internship
- Spend intentional time in thought and prayer about what you should do after graduation
- Update your resume/cover letter and tailor them to the job(s) you are applying to
- Start to remove high school events/jobs from your resume
- Attend Career & Calling Centre events

Note: If you are in a 3-year program, complete steps for years 2 and 3 in your 2<sup>nd</sup> year, and steps for year 4 in your 3<sup>rd</sup> year.

### 3<sup>rd</sup> YEAR

*A year for connecting...*

- Attend the Ministry Job Fair
- Update your resume/cover letter and tailor them to the internship(s) you are applying to
- Apply for internships
- Schedule a mock interview with the Career & Calling Centre
- Connect with organizations/churches you may be interested in serving with after graduation
- Arrange informational interviews
- Connect with alumni in a field you are interested in
- Attend Career & Calling Centre events

### 4<sup>th</sup> YEAR

*A year for launching...*

- Attend the Ministry Job Fair
- Attend Career & Calling Centre events
- If applicable, start researching and applying to graduate or doctoral programs.
- If applicable, start looking for and applying to jobs
- Continue connecting with employers/contacts through informational interviews
- Update your resume/cover letter and tailor them to the job(s) you are applying for
- Schedule a mock interview with the Career & Calling Centre

Contact the Heritage Career & Calling Centre:

[careercentre@heritagecs.edu](mailto:careercentre@heritagecs.edu) or (519) 651-2869 x 230

