The experiences you have as a student of Chatham University will determine the course your life takes long after you earn your degree. Our job is to support you in pursuing these experiences so that you will acquire self-knowledge and make choices that lead to the future that you envision for yourself.

During your time at Chatham, you’ll partner with our Office of Career Development to pursue your goals. While our recommendation list is much more extensive, we wanted to provide you with an example of what each phase could look like for you.

Because you’re unique and have your own aspirations and timeline, you can use the Four Phases plan with our help to tailor your experience through each Phase at your own pace.

Enjoy this quick glimpse into what could be your future.

Office of Career Development
JKM Library, 3rd floor
careers@chatham.edu • 412-365-1209
Here’s an outline of our **4 Phase Plan**

| Phase 1: Explore Your Interests | **why** should you explore your interests? Because you need to understand your strengths, interests, skills, values, and goals in order to make plans for the future.  
**how** can you explore your interests as a Chatham student? Join one (or more) of Chatham’s 60+ student organizations; participate in campus activities and traditions; engage in community through on-campus service projects and off-campus volunteer work. |
| --- | --- |
| Phase 2: Gain Experience | **why** should you gain experience? Because you need to know how the unique qualities that make you who you are play out when tested in real life.  
**how** can you gain experience as a Chatham student? Over 700 student employment positions were available last year – you’ll have similar options when you are here. Prefer to earn academic credit while gaining experience? 158 Chatham interns had 171 awesome internship experiences during the 2013-2014 academic year at sites such as Bike Pittsburgh, UPMC Human Resources Department, League of Women Voters, District Attorney’s Office of Allegheny County, Phipps Conservatory, WQED and many more! There’s a site for you, whatever your major or your interests. |
| Phase 3: Commit to Your Goals | **why** should you commit to your goals? Because it is time to deepen and broaden your experience and to present yourself to people who can help you in your personal and professional development.  
**how** can you commit to your goals? Gain additional experience in an area of interest; conduct informational interviews with individuals in your field of interest; attend networking events on and off campus; ask someone to be your mentor; share your ideas with your academic advisor or favorite faculty member; decide whether or not graduate school is in your future. |
| Phase 4: Pursue Your Goals | **why** should you pursue your goals? Because you must act if you are to reach your goals.  
**how** can you pursue your goals? Ask former employers, internship site supervisors, and faculty for letters of recommendation and for networking contacts; assemble a portfolio of work you have produced and seek feedback on it from experts in your field; apply to graduate school if this is your next goal. |

The career advisors in Career Development will work with you through each of these phases to help you develop and achieve your goals for the future. Yes, we provide all of the traditional services — resume reviews, mock interviews, networking opportunities, and job fairs, but we do much more. You will find us invaluable when we help you:

- Understand how your skills and interests translate into an actual job  
- Rebound from a setback  
- Sort through your doubts and concerns about your goals  
- Access additional resources  
- Move forward when you think you’ve tried everything

We’ll be with you every step of the way because we are committed to helping you **build the future that you envision** for yourself.