



Student Four Year Career Checklist

First Year	Sophomore Year
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Career Services (Faith, values, and your Career) <input type="checkbox"/> Take an assessment to realize your interests, strength, and skills in Career Services <input type="checkbox"/> Create an account on Handshake <input type="checkbox"/> Revise or start your resume, have it reviewed by Career Services <input type="checkbox"/> Get involved with student organizations and volunteer experiences <input type="checkbox"/> Attend at least one Career Event <input type="checkbox"/> Review your online presence; check your privacy settings <input type="checkbox"/> Get to know at least one professor <input type="checkbox"/> Utilize Campus Resources such as the Student Success Center <input type="checkbox"/> Plan a significant summer experience such as work, community service, or travel <input type="checkbox"/> Pray and begin to develop your individual career path and continue to adjust throughout your college career 	<ul style="list-style-type: none"> <input type="checkbox"/> Revise your resume and cover letter; have it reviewed by Career Services <input type="checkbox"/> Create your Linked-In account <input type="checkbox"/> Conduct Informational Interviews or job shadow someone in your career of interest <input type="checkbox"/> Seek out and apply for an internship <input type="checkbox"/> Volunteer, Volunteer, Volunteer <input type="checkbox"/> Identify ways to develop and utilize your leadership skills <input type="checkbox"/> Attend at least two Career Events <input type="checkbox"/> Schedule a practice interview with Career Services <input type="checkbox"/> Build up your professional wardrobe to wear to an interview and internship (visit the Career Closet) <input type="checkbox"/> Get to know another professor <input type="checkbox"/> Research Study Abroad options <input type="checkbox"/> Prayerfully consider taking a leadership role in a club or organization <input type="checkbox"/> Utilize Work Study opportunities of all kinds <input type="checkbox"/> Google yourself and tighten up all social media appearances of yourself online
Junior Year	Senior Year
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Career Services to discuss internship opportunities <input type="checkbox"/> Find and develop professional references <input type="checkbox"/> Continue polishing your resume <input type="checkbox"/> Strengthen your cover letter <input type="checkbox"/> Identify companies and organizations where you are interested in working <input type="checkbox"/> Research employers, attend Career fairs, collect business cards, and follow up with thank you notes <input type="checkbox"/> Volunteer: non-profits and service organizations <input type="checkbox"/> If you plan to attend graduate school, research areas of interest, visit target departments, and take practice graduate admission exams <input type="checkbox"/> Schedule mock interviews with Career Services <input type="checkbox"/> Visit the Career Closet <input type="checkbox"/> Be encouraged, career paths are often not as direct as we would like, God is in control 	<ul style="list-style-type: none"> <input type="checkbox"/> Start applying now for career related jobs and service opportunities <input type="checkbox"/> Chat with faculty and work references; you will need at least three <input type="checkbox"/> Continue networking and update your resume, cover letter, and portfolio <input type="checkbox"/> Attend all career events (Make yourself visible) <input type="checkbox"/> Practice your eye contact and conversational skills Transition from student to polished professional– dress for success and market yourself with confidence Continue to use Handshake even after graduation as an alumni <input checked="" type="checkbox"/> Use your Career Services and professional network for support, leads, and encouragement as you explore post-graduation opportunities
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