EXPLORE

[ ] Find career communities of interest to you and schedule an appointment with a career coach to assist as you begin exploring careers options.
[ ] Consider taking an assessment if you’re feeling confused or overwhelmed about your interests, abilities and how those relate to majors and/or careers.
[ ] Conduct informational interviews to talk with professionals working in fields of interest to you.
[ ] Begin researching careers using resources within career community pages of interest to you.
[ ] Register for a Career Center Class to assist. Consider Major and Career Exploration or Career Leadership Academy.

PREPARE

[ ] Write or update your resume and have it reviewed during drop in advising.
[ ] When needed, prepare cover letters or other required documents. These can also be reviewed during drop in advising.
[ ] When ready, upload your resume into the Handshake site so you can begin applying for student employment or internship positions.
[ ] Create or update your LinkedIn profile and clean up all social media accounts.
[ ] Learn to network and prepare your introduction to new contacts and potential employers.
[ ] Prepare and practice for interviews by using Big Interview. Schedule a mock interview before the real deal.
[ ] If interested in graduate or professional school, review resources to help you research programs and manage applications.

EXPERIENCE

[ ] Schedule an appointment with a career coach for additional assistance and resources.
[ ] Work part-time on or near campus.
[ ] Get involved in student organizations(link is external) of interest. Consider clubs that relate to your career interests.
[ ] Volunteer in the community.
[ ] Develop your leadership skills.
[ ] Find and complete one or more internships.
[ ] Consider studying abroad or working, interning or volunteering abroad.
[ ] Schedule an appointment with a career coach for additional assistance and resources.

ACHIEVE

[ ] Use Handshake and Career Fairs to begin your job search. Start 6-9 months before you graduate to maximize success.
[ ] Use additional job and internship links using Job Search section of our website. More links are provided within your desired career community page.
[ ] Research employers using: Research Basics, specific Career Community resources and Inclusive Resources within Job Search section of our website.
[ ] Evaluate job offers and learn more about negotiation before accepting an offer.
[ ] Apply to graduate or professional school if that is your desired next step. Consider Gap Year Opportunities if you need more time or experience before applying.
[ ] Schedule an appointment with a career coach for additional resources and help with your job search strategy, timeline and resources.