

CAREER READINESS CHECKLIST

To ensure you are career-ready at the time of graduation, we strongly recommend you complete the following action items:

1. Resume Building:

- Develop/update resume with relevant experiences (education, internships, jobs, volunteer work).
- Tailor resume for specific job applications.
Seek feedback from career services or advisors, relevant academic support staff, or professional mentors on resume content and format.

2. Networking:

- Attend networking events, career fairs, and industry workshops.
- Connect with professors, alumni, and professionals in your field.
- Join relevant professional organizations or clubs.

3. Internship and Experiential Learning:

- Search and apply for internships/co-op programs.
- Utilize college resources for internship opportunities.
- Reflect on internship experiences for skill development and career insights.

4. Professional Development:

- Attend workshops/seminars to develop skills (communication, teamwork, leadership).
- Seek out opportunities for certifications or specialized training.
- Participate in mock interviews for practice.

5. Job Search Strategies:

- Research job search strategies (online job boards, networking, referrals).
- Customize cover letters and resumes for each application.
- Prepare for job interviews by researching companies and practicing common interview questions.

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6. Graduate School Preparation (if applicable):

- Research graduate programs aligned with career goals
- Prepare for entrance exams (GRE, GMAT) if required..
- Seek guidance on application process and requirements..

7. Financial Planning:

- Create a budget to manage expenses and support career goals
- Explore financial aid options (scholarships, grants, loans).
- Plan for student loan repayment or debt management strategies.

8. Professional Online Presence:

- Create/update LinkedIn profile with professional photo and summary
- Showcase relevant experiences, skills, and achievements.
- Connect with professionals and join industry-related groups.

9. Career Exploration:

- Take career assessments to identify interests and strengths.
- Conduct informational interviews with professionals in desired fields.
- Research industries and companies to understand job trends and opportunities.

10. Self-Reflection and Goal Setting:

- Reflect on career aspirations, values, and personal strengths.
- Set short-term and long-term career goals.
- Review and adjust career plan regularly based on experiences and feedback.