**Freshman Year Students**

1. Visit the Career Services Office; become acquainted with the available services, resources and staff
2. Register with Career Services
3. Start on the right foot and strive to attain a high grade point average
4. Develop a resume. Samples available in the Career Services Office
5. Schedule an appointment with the Counselor in your degree program and have your resume reviewed/critiqued
6. Begin the process of self-assessment
7. Research various career fields of interest
8. Attend co-op/internship seminars to gather information about future co-op/internship opportunities
9. Explore volunteer/community service activities (great resume builder and offers the opportunity to develop a network). Contact your student leadership or volunteer services.
10. Participate in extracurricular activities (great resume builder and offers the opportunity to develop leadership/team-building)
11. Get ahead of most first year students: Seek summer or school experience in your proposed career field
12. Attend Career Services professional development, or informational presentations/workshops whenever possible
13. Explore volunteer, co-op/internship opportunities with companies who come on campus and/or post opportunities.
14. Check with both the career center or your financial aid office about their Job Locator and Development Programs.
15. Attend the Career Fair(s), research companies and visit their booths, introduce yourself, inquire about co-op/internship opportunities, ask questions, observe and listen. Review the DEI Career Fair Checklist.

**Sophomore Year Students**

1. Visit the Career Services Office
2. Verify you are registered with Career Services and upload an updated error-free resume.
3. Continue to strive to maintain a high grade point average
4. Continue the process of self-assessment
5. Attend Career Services presentations, given by staff or invited speakers
6. Attend on-campus company presentations as often as possible
7. Attend a co-op/internship seminar and investigate student developed co-op/internship option
8. Continue to research various career fields of interest (What do I want to do after graduation/What can I do with a major in X?)
9. Begin industry research:
   - Learn how to conduct an informational interview
   - Review Networking (cover letters, thank you letters, and networking)
   - Visit company Websites
   - Visit industry guide websites such as Vault
   - With the guidance of your academic advisor, plan academic schedule to include co-op/internship for year 3 (Junior) and 4 (Senior)
10. Pursue volunteer/community service activities (great resume builder and provides the opportunity to develop a network)
11. Participate in extracurricular activities (great resume builder and provides the opportunity to develop leadership/team-building)
12. Attend workshops to prepare to interview for positions
13. Seek industry and/or academic experience in proposed career field
14. Explore and consider applying to volunteer, co-op/internship opportunities with companies who come on campus and/or post opportunities
15. Attend the Career Fair(s). In advance, research companies that are attending, visit company booths, introduce yourself, inquire about co-op/internship opportunities, ask questions, observe and listen. Express or define your area of interest to recruiters. Review the DEI Career Fair Checklist.
**Junior Year Students**

1. Visit the Career Services Office
2. Verify that you are registered with Career Services
3. Update your registration and resume to include your leadership, volunteer, and/or work experiences
4. Review your registration/account on a regular basis to learn about new opportunities
5. Attend Career Services presentations
   - Resumes and Cover Letter Preparation
   - Job Search Strategies and Techniques
   - Interviewing Skills Etiquette
   - Dress for Success
   - Attend informational presentations on careers and graduate programs
6. Schedule a mock interview with your career counselor
7. Attend a co-op/internship seminar and investigate student developed co-op/internship options
8. Apply for co-op/internship positions
9. Explore and apply to volunteer, co-op, or intern with companies who come on campus and/or post opportunities
10. Investigate fellowships and graduate schools
11. Attend the Career Fair(s). In advance, research companies that are attending. Select 5-10 as your top choices and make time to visit them, introduce yourself, provide them with an error-free resume on quality paper, inquire about co-op/internship or full-time opportunities, ask questions, observe and listen. Review the **DEI Career Fair Checklist**.
12. Follow-up with company contacts after the fair
13. Network with acquaintances to let them know you are looking for co-op/internship opportunities **See Networking**
14. If applying for Graduate School, take the GRE, LSAT, GMAT
15. Review Graduate Schools for relative programs, financial aide packages, etc.
16. Request Graduate School Letters of Recommendation

**Senior Year Students**

1. Visit the Career Services Office
2. Verify and update your registration and resume with Career Services
3. Review your account on a regular basis and ensure your account information is correct
4. Attend a co-op/internship seminar and investigate student developed co-op/internship option (the Co-op/Internship Program is offered year-round and the application process begins one semester before the start of the co-op/internship)
5. Fine-tune resume (have it reviewed by a professor and/or Career Services professional)
6. Create multiple versions of your resume to highlight your experiences that will make you more marketable to different companies
7. Draft cover letters (have them reviewed by a professor and/or Career Services professional)
8. Request letters of recommendation from mentors, professors, supervisors, and community leaders
9. Compile list of references; obtain their permission and research/collect contact information. Stay in touch with these contacts
10. Schedule a mock interview in the Career Services Office to polish interviewing skills
11. Use the Career Services resource library to access printed and electronic resources
12. Attend the Career Fair(s). In advance, research companies attending, select 5-10 as your top choices and make it a priority to visit them. Introduce yourself, provide them with an error-free resume on quality paper, inquire about full-time opportunities, ask questions, observe and listen. Review the **DEI Career Fair Checklist**.
13. After the career fair, follow-up via phone, e-mail or letter (**see Thank you letters**)
14. Contact your career center or alumni association about any Alumni Networking Database/Program. Review the database and contact Alumni for assistance with networking or with their company’s application process. **See networking**
15. Network with acquaintances to be informed of any opportunities for college graduates
16. Attend off-campus career fairs and conferences
17. Join a professional organization or student affiliate in your degree field
18. Apply for full-time positions through your career center’s website, company websites, and through search engines and networking
19. Apply for Graduate School Programs