

Albers Business & Economics Student CAREER PLANNING CHECKLIST

- Visit the Albers Placement Center (Pigott 331) for career information: resumes and cover letters, interviewing tips, internships, and job opportunities. Find out what you can do with a specific major.
- Take the Career Leader Assessment Test at the Albers Placement Center to assess your career interests. Contact the Albers Placement Center at (206) 296-5687.
- Take the Myers-Briggs Type Indicator to measure your preferred personality style in relation to the work environment at the Career Development Center (PAVL 110).
- Meet with faculty in your major to discuss major elective choices.
- Update your profile on the Redhawk Network. The Redhawk Network is a great place to search for internships and jobs. Check with the Albers Placement Center (PIGT 331).
- Make sure your resume is updated and start working on a cover letter. Participate in company resume reviews and/or mock interviews through the Albers Placement Center. This will help you meet recruiters and hone your skills!
- Attend the Business Career Fair and the University-wide Internship Fair to explore internship opportunities for the summer and for your senior year.
- Participate in an internship. Review internship options on the Redhawk Network. Also watch your email for weekly notices about internships.
- Consider having business cards made at the Albers Placement Center.
- Accounting majors, prepare for fall recruiting. Resumes due in September/October!
- Meet people in careers that interest you. Network! Start with these contacts – Albers Placement Center, professors, staff, friends, club members, parents, or neighbors.
- Interested in a Business Mentor? Check with the Albers Placement Center for possible mentor connections.
- Join a professional association related to your career interest. Check the Albers Placement Center for association listings.
- Do your social networking accounts demonstrate professionalism?
- Develop leadership, teamwork, and communication skills by getting involved in Albers or campus organizations. Consider a club leadership position.
- If a senior, participate in the Albers Mentor Program which starts in October.

- Use the Internet or resources in the Albers Placement Center to research specific companies or positions that interest you. Be prepared to ask and answer appropriate questions.
- Sign up for career development workshops offered throughout the academic year by the Albers Placement Center: (206) 296- 5687.
- Do mock interviews with the Albers Placement Center staff to prepare.
- Job Search Resources: Redhawk Network, Albers Placement Center, Internet, personal contacts, trade journals, newspapers, professional associations. Need job search tips? Schedule an appointment with the Albers Placement Center.
- Make sure that your resume, reference sheet, cover letter, and thank you letter are perfect before you send them out. No errors allowed!
- Attend the Albers Placement Center events such as the Albers Business Career Fair or Etiquette Dinner to prepare for the job search.
- Attend a "Planning for Grad School" information session or meet with a faculty advisor for this discussion. Plan ahead to meet application and examination deadlines.
- Finance or Accounting majors, most recruiting happens in the fall of your senior year. Resumes and data sheets due the first two weeks of class.