



CAREER SUCCESS CHECKLIST

SOPHOMORE

Career Exploration & Planning Experience

First Year Student

Jump Start Your 4-Year Career Plan

- Visit the Albers Career Center**
 - Schedule an appointment with a Career Advisor
 - Create a resume
- Handshake:** Create your Profile
 - Select your career interests
 - Explore jobs/internships
 - View upcoming events and opportunities
 - Favorite companies and jobs of interest
- Get Involved:**
 - Join a club or student organization
 - Volunteer
- Career Exploration:**
 - Use Vault.com to research occupations, industries, companies, etc.
 - Begin talking to professors and fellow students
 - Utilize Career Assessments such as StrengthsFinder and Career Leader
- Get Experience:** Get a part-time job, on-campus job, internship, summer job, etc.
- Attend Events:**
 - Employer Information Sessions
 - Albers Career Night (Winter)
 - Career & Internship Fair (Winter & Spring)
 - Workshops & Info Sessions (On-Going)
- Look Professional:** Visit the Albers Wardrobe to pick up FREE professional clothes
- Career Exploration (cont.):**
 - Use *Vault.com* to research occupations, industries, companies, etc.
 - Use *Handshake* to explore job/internship opportunities
 - Attend employer information sessions on Handshake
 - Networking events (Albers Career Night, Career Fairs, etc.)
- Meet with an ACC Career Advisor to:**
 - Review Resume & Cover Letter
 - Career Exploration
 - Discuss Internship Search Process
 - Practice Interviewing
- Get Experience:**
 - Look for Internship / Job for upcoming Summer
 - Look for current Part-time Internship / Job
 - Check out TheForage.com and enroll in a job simulation with companies like JP Morgan, Deloitte, LuluLemon and Accenture
- Get Involved:**
 - Join a club or student organization
 - Volunteer
- Attend Events:**
 - Employer Information Sessions
 - Resume Reviews & Mock Interviews (Quarterly)
 - Business & Engineering Career Fair (Fall)
 - Albers Career Night (Winter)
 - Career & Internship Fair (Winter & Spring)
 - Workshops & Info Sessions (On-Going)

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JUNIOR

Gaining Experience & Narrowing Career Goals

❑ **Get Experience:**

- Start your summer internship search in the Fall for the following summer!
- Look for current Part-time Internship / Job during the school year to continue to build skills

Job / Internship Search Resources:

- ❖ *Handshake*
- ❖ *Vault.com*
- ❖ *LinkedIn*
- ❖ *Weekly Email Newsletter from ACC*
- ❖ *Indeed.com*
- ❖ *Glassdoor.com*
- ❖ *ACC Career Advisor*
- ❖ *Professors*
- ❖ *Friends & Family*
- ❖ *Company Websites*

❑ **Review and Update Resume & Cover Letters** *(See ACC Resume & Cover Letter Guides)*

❑ **Review and Update Handshake Profile**

❑ **Build Professional Connections**

- See ACC Networking Guide
- Expand LinkedIn connections
- Conduct Informational Interviews

❑ **Attend Events:**

- Employer Info Sessions
- Resume Reviews & Mock Interviews (Quarterly)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
- Career & Internship Fair (Winter & Spring)
- Workshops & Info Sessions (On-Going)

❑ **Get Involved:**

- Join a club or student organization
- Volunteer

SENIOR

Executing Post-Grad Career Goals

- ❑ **Fellowships:** Search for fellowships post graduation to gain experience. ProFellow.com is a great resource.

- ❑ **Participate in the Albers Mentor Program (Fall)**

- ❑ **Develop a Job Search Plan (Fall)**

- Meet with ACC Career Advisor for assistance
- Keep Resume & Cover Letter up to date
- Update your Career Interests on LinkedIn
- Update Interests & Notifications on Handshake
- Research Companies of Interest and Understand their Recruiting Timelines

Job / Internship Search Resources:

- ❖ *Handshake*
- ❖ *Vault.com*
- ❖ *LinkedIn*
- ❖ *Weekly Email Report from ACC*
- ❖ *Indeed.com*
- ❖ *Glassdoor.com*
- ❖ *ACC Career Advisor*
- ❖ *Professors*
- ❖ *Friends & Family*
- ❖ *Company Websites*

- ❑ **Networking:**

- Reach out to SU alumni who work at companies of interest and schedule informational interviews
- Follow companies and people on LinkedIn, comment on their posts
- Ask for informational interviews from people who have jobs you are interested in.

- ❑ **Attend Events:**

- Employer Info Sessions
- Resume Reviews & Mock Interviews (Quarterly)
- Albers Mentor Fair (Fall)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
- Career & Internship Fair (Winter & Spring)
- Workshops & Info Sessions (On-Going)

- ❑ **Look Professional:** Visit the Albers Wardrobe to pick up FREE professional clothes