

# TRANSFER STUDENT CAREER SUCCESS CHECKLIST

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## **FIRST YEAR**

### *Jump Start Your 2-Year Career Plan & Gaining Experience*

- Start thinking about getting an internship this year or in the summer
- Make an appointment with a career advisor at the Albers Career Center to have your resume, LinkedIn, Handshake, portfolio (if needed), and cover letter reviewed. Also discuss the internship search process and/or practice interviewing
- Attend the Business & Engineering Career Fair in the Fall to meet and interact with company recruiters and to learn about internship opportunities
- Join a business student organization or club
- Attend the university-wide Career & Internship Fair in Winter Quarter
- Go to the undergraduate networking event (called Albers Career Night) in Winter Quarter
- Set an appointment to visit the Albers Wardrobe to get free professional attire for interviewing and employer events
- Use Handshake to look for career-related events happening on campus or virtually.
- Keep an eye out for recruiters tabling in the Pigott Atrium or conducting information sessions. Stop by their events to chat about career opportunities and to practice networking.
- Attend career related workshops put on by the Albers Career Center throughout the year to assist you in your career development
- Learn the recruiting timeline for various majors and application deadlines. Applications for summer internships can be fall quarter and in some cases the application deadlines can be for a summer internship 2 years out
- Work hard academically so you can put a strong GPA on your resume
- Utilize the following resources to search for internship opportunities:
  - Weekly emails from ACC
  - Indeed, Handshake, LinkedIn
  - Family and friends
  - Professors
  - Student Organizations
  - Websites of companies you are interested in

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## **GRADUATION YEAR**

### *Narrowing Career Goals & Executing Post-Grad Career Goals*

- Career Exploration (cont.):
  - Use *Vault.com* to research occupations, industries, companies, etc.
  - Use *Handshake* to explore job/internship opportunities
  - Networking events (Albers Career Night, Career Fairs, etc.)
- Participate in the Albers Mentor Program
- Attend the Business & Engineering Career Fair in the Fall to learn about job opportunities
- Keep your resume and cover letter updated; continue to meet with a career advisor to review and prepare your documents for job searching
- Plan to spend time each week on your job search (it's never too early to start preparing)
  - Talk to a career advisor for guidance
- Conduct informational interviews with contacts who are in companies or careers you are interested in
- Pay attention to companies who are coming to do tabling sessions, workshops, and on-campus interviews and apply to their opportunities
- Attend the Career & Internship Fair in the winter quarter
- Go to networking events or industry forums put on by student organizations, major departments, or the ACC (like Albers Career Night in the Winter)
- Utilize the following resources to search for internship opportunities:
  - Weekly emails from ACC
  - Indeed, Handshake, LinkedIn
  - Family and friends
  - Professors
  - Student Organizations
  - Websites of companies you are interested in
- Run for an officer position in a student organization or get a leadership position on campus
- Have fun – college will be over before you know it.