

# CHRISTENDOM COLLEGE CAREER PREP CHECKLIST

## FRESHMAN ← BEGIN

- Join a club, organization, team, or group
- Participate in volunteer activities or get an on-campus job or internship
- Attend various Student Activities Council (SAC) events, help out when possible
- Learn how to use Microsoft Office Suite - Word, Excel, Powerpoint, Outlook
- Develop your writing and communication skills
- Create a jobs.christendom.edu (Job Board) profile to be able to apply for posted jobs
- Meet with Mrs. Stephens to discuss career exploration

## → SOPHOMORE

- Do informational interviews to gain insights into various fields
- Talk to employers who visit campus
- Get career-focused experience on campus or for the summer
- Search for internships to get during the school year and summer
- Learn about professional dress and etiquette
- Prepare two interview outfits
- Complete a mock interview
- Meet with Mrs. Stephens to refine your resume and find internships



2021-22

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## → JUNIOR

- Research grad school, if applicable, and ask professors for letters of recommendation
- Complete an internship during school year or summer
- Connect with an alumni mentor or other professional
- Enroll in CareerPath™ program - choose your "first job" out of college and focus on it
- Have a professional headshot taken
- Research several employers of interest
- Meet with Mrs. Stephens to research grad school and/or companies

## SENIOR ←

- Create a practical job search plan
- Practice interviewing and writing cover letters
- Gather professional references
- Create email alerts on various job sites to allow you to be notified of openings
- Apply for grad school or fellowship opportunities
- Connect with alumni in your field of interest
- Attend "Life Skills" workshops on budgeting, dining etiquette, and buying a car
- Make connections on LinkedIn
- Network with professionals in your field of interest
- Meet with Mrs. Stephens to submit job and grad school applications



DARE TO BE GREAT

# EDUCATION FOR LIFE ASSIGNMENT REQUIRED CORE CHECKLIST

## FRESHMAN ← BEGIN DISCOVER & LEARN

- Register for LinkedIn Learning account
- Complete Experience Inventory and General Information Forms
- Create Focus2Career account and complete assessments
- Create jobs.christendom.edu (Job Board) profile
- Take an online LinkedIn Learning course on business etiquette
- Attend two "Life on Tap" alumni networking events

## → SOPHOMORE EXPLORE & FOCUS

- Create a LinkedIn profile according to best practices for college students
- Take assessments in Focus2Career and select 4 occupations that are appealing to you
- Research and review job descriptions for the 4 selected occupations to determine suitability
- Find 4 summer jobs/internships that align with 2 of your selected occupations
- Write a one-page resume according to defined rubrics
- Attend two "Life on Tap" alumni networking events

## → JUNIOR EQUIP & EXPERIENCE

- Create CreditKarma.com online account and check your credit score
- Research two graduate schools
- Apply for credit card or ask parents to be an authorized user on their account
- Attend two "Life on Tap" alumni networking events
- Take LinkedIn Learning online classes in areas of interest to get certificates

## ← SENIOR CHOOSE & LAUNCH

- Write a job specific resume and cover letter and "apply" for the position
- Submit names and contact information for three professional references
- Prepare and submit job specific answers to most common interview questions
- Complete LinkedIn Learning online class: Learning Excel 2019
- Complete LinkedIn Learning online class: Learning Powerpoint 2019
- Attend two "Life on Tap" alumni networking events
- Take LinkedIn Learning online classes in areas of interest to get certificates

END →



DARE TO BE GREAT



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