

# 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
- Meet with Mrs. Stephens to discuss career exploration

## → SOPHOMORE

- Do informational interviews to gain insights into various career fields
- Talk to employers who visit campus
- Get career-focused experience on campus or during the summer
- Search for internships to get during the school year and summer
- Learn about professional dress and etiquette
- Make connections on LinkedIn - other students, family, friends, relatives, groups, etc.
- Complete a mock interview
- Meet with Mrs. Stephens to refine your resume and find internships



2023-24

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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
- Have a professional headshot taken
- Research several employers of interest
- Meet with Mrs. Stephens to research grad school and/or employers
- Talk to employers who visit campus

## ← SENIOR

- Create a practical job search plan
- Practice interviewing and writing cover letters; update your resume
- 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
- Create a draft monthly budget to determine monthly income needs
- Prepare two interview outfits
- Network with professionals in your field of interest through events and LinkedIn
- Research housing opportunities; find roommates
- Meet with Mrs. Stephens to submit job and grad school applications

END →



DARE TO BE GREAT

# EDUCATION FOR A LIFETIME ASSIGNMENT REQUIRED CORE CHECKLIST

## FRESHMAN ← BEGIN DISCOVER & LEARN

- Activate FREE LinkedIn Learning account
- Complete General Career Interest Information Forms
- Research your personality and find jobs that meet your interests
- Create FREE jobs.christendom.edu (Job Board) profile
- Research alumni mentors, LinkedIn Learning courses, and ideal career fields
- Research and review job descriptions for selected occupations to determine suitability
- Attend two "Life on Tap" alumni networking events

## → SOPHOMORE EXPLORE & FOCUS

- Create a LinkedIn profile according to best practices for college students
- Complete LinkedIn Learning Business Etiquette course
- Find summer jobs/internships that align with your career interests
- Write a resume and cover letter according to defined rubrics
- Meet with Mrs. Stephens for career exploration
- Attend two "Life on Tap" alumni networking events



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## → JUNIOR EQUIP & EXPERIENCE

- Create CreditKarma.com online account and check your credit score
- Complete a LinkedIn Learning course in your career field of interest
- Apply for credit card or ask parents to be an authorized user on their account
- Attend one "Life on Tap" alumni networking event
- Take LinkedIn Learning classes in Excel and Powerpoint to get certificates

## ← SENIOR CHOOSE & LAUNCH

- Write a job specific resume and cover letter and "apply" for the position
- Prepare and submit job specific answers to most common interview questions
- Meet with Mrs. Stephens to discuss future plans
- Prepare emails for when you receive a job offer: negotiation, acceptance, declining
- Attend one "Life on Tap" alumni networking event
- Take LinkedIn Learning course on making the most of your first 90 days on the job
- Take advantage of the CareerPath™ Certificate Leadership Initiative

END →



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