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 find internships

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
- ☐ Talk to employers who visit campus
- ☐ Meet with Mrs. Stephens to research grad school and/or employers

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 sample 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 →



Mrs. Kristin Stephens
Director of Career Development
Regina Coeli Hall #102
kristin.stephens@christendom.edu

2026-27

EDUCATION FOR A LIFETIME ASSIGNMENT

REQUIRED CORE CHECKLIST

FRESHMAN ← BEGIN
DISCOVER & LEARN

- [ ] Complete online learning course about Career Planning
- [ ] Complete General Career Interest Information Forms
- [ ] Research your personality and find jobs that meet your interests
- [ ] Complete online learning course about Career Exploration
- [ ] Research alumni mentors, online 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

- [ ] Complete online learning course about Business Communication
- [ ] Write a "college student" resume according to defined rubrics
- [ ] Find summer jobs/internships that align with your career interests
- [ ] Write a cover letter according to defined rubrics and apply for internship
- [ ] Create LinkedIn Profile and complete online learning course about Networking
- [ ] Attend two "Life on Tap" alumni networking events

JUNIOR
EQUIP & EXPERIENCE

- [ ] Create CreditKarma.com online account and check your credit score
- [ ] Meet with visiting employer/vocations recruiter to interview them and learn more
- [ ] Apply for credit card or ask parents to be an authorized user on their account
- [ ] Attend two "Life on Tap" alumni networking events
- [ ] Watch 4 professional development book summaries and answer questions

SENIOR
CHOOSE & LAUNCH

- [ ] Complete a resume and cover letter assessment for a particular job desciption
- [ ] Prepare and submit job specific answers to 5 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 two "Life on Tap" alumni networking events
- [ ] Apply for jobs, get interviews, negotiate salaries, accept jobs. GRADUATE!

END →



2026-27

Mr. Tom McFadden
Education for a Lifetime Coordinator
Regina Coeli Hall
tmcfadden@christendom.edu
540.660.5262 (cell)