

# CAREER SUCCESS CHECKLIST



## FRESHMAN

### *Jump Start Your 4-Year Career Plan*

- Visit the Albers Placement 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 Strengths Finders and Career Leader
- Get Experience:** Get a part-time job, on-campus job, internship, summer job, etc.
- Attend Events:**
  - APC Open Houses (Quarterly)
  - Albers Career Night (Winter)
  - Etiquette Dinner (Winter)
  - Profs & Pizza (Winter)
  - Career & Internship Fair (Winter & Spring)
  - Workshops & Info Sessions (On-Going)
- Look Professional:** Visit the Albers Wardrobe to pick up FREE professional clothes

## SOPHOMORE

### *Career Exploration & Planning Experience*

- 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.)
- Meet with an APC 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
- Get Involved:**
  - Join a club or student organization
  - Volunteer
- Attend Events:**
  - APC Open House (Quarterly)
  - Resume Reviews & Mock Interviews (Quarterly)
  - Business & Engineering Career Fair (Fall)
  - Albers Career Night (Winter)
  - Etiquette Dinner (Winter)
  - Profs & Pizza (Winter)
  - Career & Internship Fair (Winter & Spring)
  - Workshops & Info Sessions (On-Going)
  - Career Treks (On-going)
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## JUNIOR

### Gaining Experience & Narrowing Career Goals

#### Get Experience:

- Part-time Internships and Jobs / Job for upcoming Summer
- Look for current Part-time Internship / Job

#### *Job / Internship Search Resources:*

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

#### Review and Update Resume & Cover Letters

*(See APC Resume & Cover Letter Guides)*

#### Review and Update Handshake Profile

#### Build Professional Connections

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

#### Attend Events:

- APC Open House (Quarterly)
- Resume Reviews & Mock Interviews (Quarterly)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
- Etiquette Dinner (Winter)
- Profs & Pizza (Winter)
- Career & Internship Fair (Winter & Spring)
- Workshops & Info Sessions (On-Going)
- Career Treks (On-going)

#### Get Involved:

- Run for an Officer Position in Student Club
- Student Leadership
- Volunteer

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## SENIOR

### Executing Post-Grad Career Goals

#### Participate in the Albers Mentor Program (Fall)

#### Develop a Job Search Plan (Fall)

- Meet with APC 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 APC
- ◇ Indeed.com
- ◇ Glassdoor.com
- ◇ APC Career Advisor
- ◇ Professors
- ◇ Friends & Family
- ◇ Company Websites

#### Attend Events:

- APC Open House (Quarterly)
- Resume Reviews & Mock Interviews (Quarterly)
- Albers Mentor Fair (Fall)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
- Etiquette Dinner (Winter)
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