

# CAREER SUCCESS CHECKLIST

## First Year Student

*Jump Start Your 4-Year Career Plan*

- Visit the Albers Career 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 StrengthsFinder and Career Leader
- Get Experience:** Get a part-time job, on-campus job, internship, summer job, etc.
- Attend Events:**
  - Employer Information Sessions
  - Albers Career Night (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
  - Attend employer information sessions on Handshake
  - Networking events (Albers Career Night, Career Fairs, etc.)
- Meet with an ACC 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
  - Check out TheForage.com and enroll in a job simulation with companies like JP Morgan, Deloitte, LuluLemon and Accenture
- Get Involved:**
  - Join a club or student organization
  - Volunteer
- Attend Events:**
  - Employer Information Sessions
  - Resume Reviews & Mock Interviews (Quarterly)
  - Business & Engineering Career Fair (Fall)
  - Albers Career Night (Winter)
  - Career & Internship Fair (Winter & Spring)
  - Workshops & Info Sessions (On-Going))
- Look Professional:** Visit the Albers Wardrobe to pick up FREE professional clothes

**Albers Career Center**

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## JUNIOR

### *Gaining Experience & Narrowing Career Goals*

#### **Get Experience:**

- Start your summer internship search in the Fall for the following summer!
- Look for current Part-time Internship / Job during the school year to continue to build skills

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

- ❖ *Handshake*
- ❖ *Vault.com*
- ❖ *LinkedIn*
- ❖ *Weekly Email Newsletter from ACC*
- ❖ *Indeed.com*
- ❖ *Glassdoor.com*
- ❖ *ACC Career Advisor*
- ❖ *Professors*
- ❖ *Friends & Family*
- ❖ *Company Websites*

#### **Review and Update Resume & Cover Letters** *(See ACC Resume & Cover Letter Guides)*

#### **Review and Update Handshake Profile**

#### **Build Professional Connections**

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

#### **Attend Events:**

- Employer Info Sessions
- Resume Reviews & Mock Interviews (Quarterly)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
- Career & Internship Fair (Winter & Spring)
- Workshops & Info Sessions (On-Going)

#### **Get Involved:**

- Join a club or student organization
- 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 ACC 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 ACC*
- ❖ *Indeed.com*
- ❖ *Glassdoor.com*
- ❖ *ACC Career Advisor*
- ❖ *Professors*
- ❖ *Friends & Family*
- ❖ *Company Websites*

#### **Networking:**

- Reach out to SU alumni who work at companies of interest and schedule informational interviews
- Follow companies and people on LinkedIn, comment on their posts
- Ask for informational interviews from people who have jobs you are interested in.

#### **Attend Events:**

- Employer Info Sessions
- Resume Reviews & Mock Interviews (Quarterly)
- Albers Mentor Fair (Fall)
- Business & Engineering Career Fair (Fall)
- Albers Career Night (Winter)
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- Workshops & Info Sessions (On-Going)

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#### **Fellowships:** Search for fellowships post-graduation to gain experience. ProFellow.com is a great resource.