

Career Development Checklist

Junior: Experience

Academics

- You are now into your “major courses.” Focus on keeping your grades up! Strive for a 3.0 or better.
- Consider class projects to add to your resume.

Continue campus involvement

- Assume a leadership role related to your career interest. (Finance major = Club Treasurer)

Enroll in the Career Planning Strategies course to learn about careers and job searching.

Cultivate professional relationships.

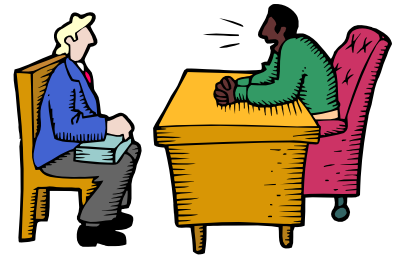
- Develop and maintain relationships with faculty and staff.
- Join professional associations and attend meetings and conferences.
- Connect with a mentor through the Business Associates Program (BAP).
- Conduct informational interviews and/or shadowing experiences with professionals in career areas and companies that interest you.
- Identify at least three potential references for your internship/job search.

Conduct your internship search

- Continue to investigate careers and salary information.
- Devise an organized system that works for you to keep track of information you gather (business cards, job descriptions, company literature, notes of conversations, etc.).
- Update your resume, and create a cover letter. Have both reviewed by a career counselor.
- Update your profile in MustangTRAK and upload your updated resume.
- Prepare a couple of interview suits in case you have second interviews.
- Complete a mock interview with a career counselor.
- Attend the Career Fair to explore companies of interest and opportunities.
- Attend company information sessions, where representatives will discuss their career opportunities, skills and qualifications sought, company culture, interviewing style, and recent trends in the industry.
- Attend other career-related events to develop job search skills.
- Apply and interview for summer internships. (Opportunities arrive from January through May.)
- After your internship, request a reference letter from your supervisor.

Start exploring graduate schools (if this option is your preference)

- Research schools and programs that interest you, including their application processes and deadlines.
- Write your personal statement and essays. Have them reviewed by a career counselor.
- Prepare for entrance exams.



Career Development Checklist

Senior: Entering the “Real World”

Academics

- Conducting a full-time job search is like having another 3 hour class! We recommend taking only 12-15 hours per semester of your senior year to allow enough time to attend to both academic and job search demands.

Full-time job search

- Begin your job search in August (both December and May graduates).
- Update your resume and have it reviewed by a career counselor.
- Research the job market and know salary projections for your career field.
- Research companies and develop a list of possible employers.
- Develop a list of three to five professional references.
- Attend company information sessions to establish relationships with recruiters.
- Identify resources other than the Career Center that will help you in your job search (monster.com, classifieds, etc.) See your career counselor for help.
- Send tailored cover letters and resumes to targeted companies.
(Resume deadlines start in September!)
- Document all correspondence and contacts with companies, and keep a copy of all job descriptions for which you've applied.
- Gather in-depth research for companies with whom you choose to interview.
- Complete a mock interview with a career counselor.
- Arrange interviews and follow-up with thank you letters.
- Discuss offers and negotiation strategies with a career counselor.

Apply for graduate school

- Take entrance exams and send scores to programs that interest you.
- Complete and submit all application materials by December for most programs.

Report your new post-graduation adventures (work, graduate school, travel, etc) to BBA Career Services via the Senior Survey!