

# CAREER SERVICES

## Senior & New Grad Check List



### Celebrate & Decompress

Congratulate yourself on a job well done! You are completing a major accomplishment! Be sure to recognize this achievement in whatever fashion suits you best and move forward with confidence.

### Have a Great Resume

Have your professional employment documents (resume, cover letter, portfolio & references) prepared, updated, and reviewed.

*Pro Tip:* Use [Big Interview](#) to help!



### Create or Update Your LinkedIn Profile

Update your resume, Handshake profile, and LinkedIn account. You want consistency across your professional online platforms. Make sure you have up-to-date info for employers tailored to the job you want.



### Develop a Professional Network

Connect and network with professionals in your field at events (career fairs, recruiting events, company presentations). Apply to jobs at their organizations and follow up with them.



### Identify companies and apply to appropriate jobs

Create a job application plan. Find jobs that match your skill sets, complete applications, upload a resume, and actively track and monitor your applications.

*Pro Tip:* Use [Handshake](#) to help!



### Prepare for Interviews

Practice interviewing to prepare for employment or grad school interviews. Effectively articulate diverse experiences and career competencies, to leverage them in job interviews.

*Pro Tip:* Use [Big Interview](#) to help!



### Have goals and contingency plans

Develop diverse goals that are important and challenging, but attainable. Have actions that you will take when something unexpected happens and your direction may need to shift.



### Reach out for help

Connect with Career Services to move yourself forward. Meet with a Career Counselor to reflect and create an action plan for your career path or post-graduate learning.

*Pro Tip:* Use [Career Services](#) to help!

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