Career Checklist

First Level Steps

☐ Meet with the Career Center to connect to campus jobs
☐ Create a resume and learn how to write a cover letter - Ram Career Ready is our training platform that helps guide you in this process.
☐ Begin to explore career options and develop your own timeline to help you manage opportunities like informational interviewing, major to career guides, Career Center events
☐ Log into Handshake, the CSU Career Center's job and internship board and Ramweb Student Employment
☐ Join a student organization to connect to your interests

Second Level Steps

Update your resume through career services and Ram Career Ready
Discuss career goals with your Career Education Manager or Career Center Drop Ins and come up with ways to test your aptitudes for these job paths
Pay attention to your Career Center eNewsletter for opportunities
Volunteer in service or research projects
Look for summer work or internships that help you gain skills and explore industries
Use all your resources: Handshake, the All-Campus Career Fair, Industry Tours, other career events and faculty, staff, and advisors.
Attend department and Career Center events and networking opportunities

Third Level Steps

☐ Update your resume reviewing industry samples
☐ Learn how to apply for jobs/internships via government sites or industry application systems through the Career Center
☐ Schedule two informational interviews with alumni or employers in your field
☐ Learn how to research employers and alumni on LinkedIn
☐ Begin to explore graduate school or alternative advanced educational options utilizing the WCNR Career Services website
☐ Look for summer work or internships and use all your resources (listed above)
Take a leadership role in a student organization
Obtain relevant certifications or training
Develop contacts and mentors through attending events

Finishing Work

Begin your job search nine months before graduation
Polish your resume and cover letter; have them reviewed by your Career Education Manager and other contacts
Update Handshake job search options and sign up for job digests, visit other relevant boards
Connect to alumni and peers on LinkedIn or other social media relevant sites and follow potential employers
Review interviewing skills and schedule an interview prep session at the Career Center
Finalize graduate school or alternative education applications
Develop and secure professional references
Join a professional association that aligns with your industry of interest

Alumni

Continue to use the Career Center for guidance up to one-year post-graduation. All services are still available to you!
Engage in Alumni Association activities to build connections and engage in your field
Review Career Center workshops and webinars that help build your skills as a person in the working environment
You have one year out from graduation to connect with the alumni career coach at the Career Center or the Alumni Association.