

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.

