

# CAREER DEVELOPMENT CHECKLIST

Using these checklists will help you organize your thoughts and career plans as you consider your future academic and career goals.

## FIRST YEAR (0-30 CREDIT HOURS)

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### ASSESS

- Reflect on past experiences, activities, and classes you've enjoyed and think about why you enjoyed them. What made you interested or engaged?
- Identify your skills, interests, and values through self-reflection and career and personality assessments like [MyMajors](#) and [Focus2](#).
- Schedule a Career Conversation to talk about your assessments, reflections, and further guidance.

### PREPARE

- Create academic and career goals.
- Consider different opportunities to gain experience, such as internships, study abroad programs, and part-time and volunteer positions.
- [Create/update resume and write a cover letter](#)
- [Submit to Employment Services for review](#)

### EXPLORE

- Explore your interests by getting involved with [student organizations](#), campus events, and volunteer opportunities.
- Enroll in classes related to topics and potential careers that interest you.
- Research multiple career fields, industries, and work environments to discover your preferences.
- Consider your transfer options based on your career interests.

### ENGAGE

- Create a [LinkedIn profile](#) and review your online presence
- Register on [Handshake](#).
- Develop your [elevator pitch](#).
- Pursue summer opportunities that align with your skills and experiences you want to explore.
- Attend workshops, job fairs, career expos, and other [informational/networking events](#)