

# Career Readiness Checklist

- Become a Business Gov
- Establish some career goals, and write them down. Why are you getting your degree?
- Join a student organization that aligns with your interests and/or career goals
- Create a resume
- Have resume reviewed
- Login to Jobs4Govs and become familiar with searching for jobs
- Talk to your professors and learn their interests and career history
- Hold a leadership position
- Craft an elevator pitch for networking opportunities
- Attend a career readiness workshop or event
- Build your network and identify a mentor
- Practice your interview skills
- Apply for internships
- Participate in at least one internship
- Attend a career fair/networking event
- Apply for jobs
- Land your first job!

# Career Readiness Timeline

## Freshman Year - Autumn Semester

- Join a club or student org
- Get to know your academic advisor and faculty in your department
- Start your first resume

## Sophomore Year - Autumn Semester

- Have your resume reviewed
- Seek informational interviews or job shadowing experiences
- Look into study abroad options

## Junior Year - Autumn Semester

- Attend career fairs and networking events
- Participate in opportunities outside of the classroom
- Apply for internships
- Update your Jobs4Govs profile

## Senior Year - Autumn Semester

- Apply for graduate schools
- Update your resume
- Secure an internship for Spring if you have not had one yet!
- Research companies you may be interested in working for

## Freshman Year - Spring Semester

- Learn how to use Jobs4Govs
- Look for a part-time or volunteer experience
- Attend career related events on campus
- Set professional goals

## Sophomore Year - Spring Semester

- Seek leadership positions in student organizations
- Practice your interview skills with a mock interview
- Craft your elevator pitch
- Attend career readiness workshops

## Junior Year - Spring Semester

- Seek additional leadership positions
- Research graduate schools if that is in your career plan
- Continue to build your network
- Identify a mentor in your field

## Senior Year - Spring Semester

- Attend career fairs and networking events
- Apply for jobs
- Interview and land a job!
- Complete the First Destination Survey to let us know where you land