

JUNIOR YEAR Career Success Checklist

Goal: Build your career literacy within your academic focus (and your resume) through professional exposure, including meaningful internships and/or mentored research experiences

Be in the Know!

____ Update your profile on the agnesscott.edu/hireascottie jobs board so that you receive announcements by area of interest. Do NOT opt-out of emails from our department. That is how we advertise special opportunities by major to people with approved resumes. Log-on *once a week* to see new internships posted.

____ **Follow** Internship and Career Development homepage calendar and social media - Facebook, LinkedIn

____ Strongly consider an internship! Internships are the #1 thing Employers look for on a resume. Many are paid and can serve as a meaningful source of on-going funds.

Create/Optimize Your Toolkit!

____ Read the **Resume/CV Guide** on the home page of agnesscott.edu/hireascottie and use the **Resume Templates** there to create or refine your resume/CV. Proof, PDF and upload the resume for approval so employers can review. Update your resume/CV and LinkedIn profiles at least once per semester.

____ Read the **Cover Letter Guide**. Search hireascottie for at least (1) internship that is typical of your interests. Attend a Cover Letter workshop or visit the Thursday Career Lab to outline and write a strong letter that connects the dots of your experience and aligns your strengths and skills with the internship you are seeking. Write a basic cover letter to review with Dawn Killenberg or Catherine Johansson. You will want to edit it for each opportunity, but it is good to have a basic letter written to start the process.

____ Visit Internship and Career Development walk-in hours for **real-time help!**

____ Use **compass.agnesscott.edu** to schedule a meeting with Catherine Johansson or Dawn Killenberg to review your materials, internship/career goals and create a plan to narrow gaps & strengthen your resume/CV.

Build Your Career Literacy within your Academic Area of Interest

____ Download and read the **What Can I do with this Major** handouts on agnesscott.edu/hireascottie for your major. Talk to seniors in your major about their internships and research experiences.

____ Research organizations and jobs of interest on: <http://libguides.agnesscott.edu/careerresearch> Create a list of positions, industries/organizations you'd like to learn more about. Work with your department or Career Development to schedule a Career Panel of alumnae, info interviews or a Career Trek to visit organizations.

____ Attend at least two Career Panels, networking events or Career Treks per semester to learn more about what alumnae with your major are doing and gather their secrets for Career Success.

____ Work with the Career Development office or faculty to identify 6-8 alumnae to complete one 20-minute informational interview per month to learn more about their careers and your organizations of interest.

____ Work with Career Development to help you identify and establish relationship with alumnae in your area of interest.

Plan Your post-Junior Summer

____ A recent employer survey rated internship experience the #1 attribute for hiring. *Attend Internship Week Nov. 2-6.* Research internships and make a target list. Schedule a meeting with Catherine or Dawn to discuss.

____ Attend the Summer Research information session in early November.

____ If you're interested in nonprofits, consider applying for the Hubert Scholars program by mid-January.

____ Register for a practice telephone interview with an alumna or attend one of our Saturday Boot Camps (October and April) to have 2-3 practice interviews in-person.

____ Attend Peak Week events geared toward juniors.