

**JUNIOR-YEAR CAREER DEVELOPMENT CHECKLIST (60-89 CREDIT HOURS EARNED)**

**Goal Setting**—Your third year of college should focus on setting goals to narrow your career direction and reinforce your skills while actively engaging with employers through increased networking activities and internships.

- Schedule a career coaching appointment with a career services staff member to talk through or develop your career action plan.
- Update your resume and LinkedIn profile to include your relevant experiences, leadership roles and relevant projects.
- Participate in the Career Ready program (Career Boot Camp workshops, practice interview, attendance at a job fair and completion of an internship required) to focus professional activities and leverage professional relationships.
- Network at on and off campus events, information sessions, career fairs and career industry programs to further develop strong relationships for future employment. Be sure to keep a networking log either electronic or written.
- Research potential employers via career fairs, social media and company sites and decide which ones are most appealing to you.
- Seek leadership positions in your student organizations to further develop relevant skills. Join a professional association related to your industry to gain insight into career paths and professional environments.
- Visit the Office of Career Services Professional Clothing Closet for free professional attire appropriate for career fairs, interviews, and the workplace.
- Consider options after graduation: career path or graduate school? If you are considering graduate school, schedule a Graduate School Assistance appointment, identify possible schools and request admissions information. Keep a journal of your options and requirements either electronic or written.
- Search for jobs and internships through Laker CareerZone.