

**SENIOR-YEAR CAREER DEVELOPMENT CHECKLIST (90 OR MORE CREDIT HOURS EARNED)**

**Experience**—Your fourth year of college should focus on launching your career and moving to career success! This year should be dedicated to finding and securing the job you want, or gaining admission to a graduate school that aligns with your goals.

- Schedule a career coaching appointment with a Career Services staff member to discuss your short-term and long-term career goals, map out your timeline and discuss life after college plans.
- Finalize your resume and LinkedIn profile to highlight your relevant experiences, leadership roles, relevant projects and skills. Reach out to your contacts for job search advice and information.
- Target specific employers, gather salary/company information to gain a competitive edge in the job search process.
- Attend networking events sponsored by professional associations and career services including the Job and Graduate School Fair to hone your networking skills and identify unique career opportunities. Network! Network! Network!
- Participate in Practice Interview Day to further sharpen your interview skills for jobs or graduate school.
- Confirm 3-5 individuals who will serve as references and write positive letters of recommendation for you.
- Plan for post-graduation. If you don't plan to work immediately after college, consider graduate school, take necessary entrance exams and apply for graduate assistantships. Also consider working abroad, volunteering or joining the military.
- Apply for full-time jobs through Laker CareerZone and other recommended online job sites regularly.
- Join the Alumni Association to "pay it forward" as a future career mentor.
- Complete the Graduating Senior Survey in Career Services.