

FIRST YEAR Career Success Checklist

Goal: Explore academic areas, build professional awareness and start building career toolkit

First Semester:

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

___ Attend the **Non-profit and Public Service** fair in September to intentionally identify volunteer organizations that will expose you to areas of interest.

___ Complete your Summit advising reflection prompts paying attention to classroom discussions, assignments, and student activities you enjoy. **Start an ongoing list of academic areas and careers you want to learn more about.** Share this list with your Summit Advisor and use it to prioritize which alumnae career panels, networking events and employer information sessions you will attend.

___ Complete your profile on the **agnesscott.edu/hireascottie** jobs board so that you receive announcements customized by area of interest. Do NOT opt-out of emails from our department because that is how we advertise special opportunities by major to people with approved resumes.

___ Attend **Pizza and a Major** in October to learn from juniors and seniors about majors Agnes Scott offers

___ Attend **Internship Week** events (Early November and Late February) to begin thinking about options for summer. Introduce yourself to Internship Coordinator, Tomeka Stephens.

___ If your midterm GPA is above a 3.2, attend the **Kemper and Hubert Scholar information sessions.** Kemper is for paid internships in all disciplines (HR, advertising, finance, data analytics) of the Financial Services industry and Hubert focuses on Public Service/Nonprofits.

___ If you are considering a major in STEM, attend the **Summer Research Information Session** in November.

Second Semester – Create Your Toolkit!

The first step to finding an internship or being connected to an alumna for an informational interview is to have a professional resume that has been approved by our office.

___ Read the **Resume/CV Guide** on the home page of agnesscott.edu/hireascottie and use the **Resume Templates** there to create and refine your resume/CV. Attend a **Resumes and LinkedIn 101 Workshop** for an overview of how to build your professional toolkit

___ Use the **LinkedIn Checklist** to create a professional profile on LinkedIn.

___ Visit Internship and Career Development walk-in hours to **receive real-time help** with your resume and LinkedIn profile

___ Download and read the **Agnes Scott College What Can I do with this Major** handouts for majors you are considering. These can be found on the home page of agnesscott.edu/hireascottie – a more general *What Can I do with this Major* can be found on the Internship and Career Development website

___ Attend at least one **Career Panel** to learn more about majors or careers of interest to you.

___ Download the **Student Guide to Informational Interviews** and attend a workshop to learn more.

___ Discuss your summer plan with your Summit Advisor. Include the following:

- ✓ At least 2 informational interviews related to your major/career of interest
- ✓ Meaningful service experience to build professional skills (Excel, project management, writing)
- ✓ Internship or research
- ✓ Assigned assessments and reflections for your Digital Portfolio