

## JUNIOR YEAR Career Success Checklist

*Refine your resume/CV, build career literacy and network within your academic focus*

### Stay in the Know!

\_\_\_\_ Complete your profile at [agnesscott.edu/hireascottie](http://agnesscott.edu/hireascottie) to receive relevant internship announcements. Do NOT opt-out of emails from our department or you'll miss these opportunities. **Follow** us on Facebook, LinkedIn, The Irvine and be sure to check your ASC email for the weekly **Hot Off The Press** emails from Tomeka Stephens.

### Customize your Career Plan!

\_\_\_\_ Take advantage of Career Development events JUST FOR juniors and seniors: 1-day Career Summit in August, Monday Night 5-Series Professional Development Series to put your best foot forward.

**Access the following to customize your resume/CV, LinkedIn, cover letter and personal statement:**

\_\_\_\_ Attend a **Career Toolkit Workshop in Campbell G-15 at 2pm & 3pm on Fridays Aug 26 and Sept 16** or come to walk-in hours in Buttrick G-26: Wednesdays 9-11am & Thursdays 2:30-4:30pm. Topics will be advertised! Visit [www.agnesscott.edu/internship-and-career-development/career-guide](http://www.agnesscott.edu/internship-and-career-development/career-guide) for guides to help you:

\_\_\_\_ Update your resume every semester and upload to [agnesscott.edu/hireascottie](http://agnesscott.edu/hireascottie) for feedback/approval

\_\_\_\_ **Leverage LinkedIn** to create a profile and connect with peers, faculty, staff & supervisors

\_\_\_\_ Draft a strong cover letter to match the position you want, and visit the CWS or Career Coach for feedback

\_\_\_\_ Use **compass.agnesscott.edu** to schedule time with a Career Coach to clarify your goals (positions, organizations), refine your resume/cover letter/LinkedIn, to communicate your story, or to identify alumnae mentors for building career literacy and network. Resume required for meeting request.

### Build Your Career Literacy and Network within your Academic Area of Interest

\_\_\_\_ 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.

\_\_\_\_ Join **ASC groups and professional associations** on LinkedIn. Invite your peers, professors and other mentors on and off campus to connect. Review their connections for potential info/job prospects.

\_\_\_\_ Visit **Employer Tables** in Evans and attend **Employer Info Sessions** to discover great internships/careers. Talk to Irene Foran about companies you would like to see on campus.

**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

\_\_\_\_ Organize a Career Panel for students in your major or student organizations

### Plan for Summer Success

\_\_\_\_ Strongly consider the #1 Driver to Getting a Job - an internship or off-campus research opportunity! Attend **Internship Week** events (Sept & Feb) to find for-credit and not-for-credit internships. Visit employer websites to find summer internship deadline dates (can range from Sept - May).

\_\_\_\_ Learn about/apply for an **Advantage Award (up to \$3K for living expenses)** for unpaid or minimally paid summer internships. The Advantage Award deadline is a rolling deadline and is typically April 15 - 30th.

\_\_\_\_ RSVP to attend **Saturday Interview Round Robins** (October & April) to practice interviews with alumnae.

\_\_\_\_ Need professional attire but lack the budget? Contact Irene at [iforan@agnesscott.edu](mailto:iforan@agnesscott.edu) to schedule an appointment with **Dress for Success**, a partnership offering free professional outfits for interviews/off-site events.

\_\_\_\_ Attend GCC (November 9) and GACE (April 17) Career Fairs to meet employers and learn about internships.