## SM2 Career Readiness Checklist

### FALL SEMESTER OF YOUR FIRST YEAR

- Get to know faculty members and students in your department
- Meet with career coach to brainstorm career options you want to pursue
- Update your resume or CV
- Develop or enhance your elevator pitch
- Develop a robust LinkedIn profile, join groups, participate in discussion forum
- Attend Career Expos to gather information on different employers and internships or careers opportunities

### SPRING SEMESTER OF YOUR FIRST YEAR

- Identify and apply for summer internships
- Continue to attend workshops, employer presentations, and career panels for information and networking
- Seek opportunities to gain research experience and other practical experience
- Get involved in student organizations or public service projects

### SUMMER BETWEEN YOUR FIRST AND SECOND YEAR

- Start a career log to record your thoughts on future goals
- Identify professional association meetings that you would like to attend
- Continue to expand your professional network, especially at your internship site
- Update your resume or CV and develop skill narratives

### FALL SEMESTER OF YOUR SECOND YEAR

- Begin researching and applying for job opportunities
- Devote a significant amount of time to tailoring your application for each position
- Identify three references and ask permission to use their names
- Continue to attend workshops, employer presentations, and career panels
- Continue to meet with professionals in your field

### SPRING SEMESTER OF YOUR SECOND YEAR

- Attend workshops on interviewing and salary negotiation
- Arrange a mock interview with a career coach
- Continue researching opportunities and applying for jobs
- If you have not yet found a position, don’t worry! Meet with a career coach to make a plan.
- Work with a career coach to evaluate job offers and prepare for negotiation conversations.

Read our weekly Career Advancement Update e-newsletter (sent on Sunday) to stay informed about upcoming programs, events and jobs that may be of interest. Our website also contains a calendar of our programs, job search tools and links to Career Connect (our job listing database) and other job listing sites.