

Career Planning Checklist for LVC Students



Gain experience.

- Develop professional skills and learn what it's like to work in certain jobs/professions by consulting with mentors from *Career Connections*.
- Apply for internships or other part-time work that is related to your field.

Prepare for the transition to the world of work. Work on communication and presentation skills.

- Construct a strong resume and a convincing cover letter. Practice your interviewing skills.
- Pick up a free copy of *Job Choices* magazine or *Job Handbook for Educators*.
- Attend our workshops and schedule appointments for resume critiques and mock interviews.

Plan for graduate school. Pay attention to the recommended graduate school planning timeline.

- Register for FREE practice tests for the GRE, GMAT, LSAT, MCAT, or DAT through your JOB CENTER account.
- Seek advice and critiques on personal statements and essays.

Find employment.

- Utilize JOB CENTER to find opportunities, apply for internships & positions, and network with alumni. Attend career fairs, visit with table recruiters, participate in on-campus interviews and employer information sessions.
- Investigate job opportunities through our subscription to Current Jobs for Graduates and our Online Career/Job Information resources.
- Research employers; generate good questions for interviews.
- Choose professional references (be sure to secure permission to use them!)