



ANNA MARIA
COLLEGE

Student Four Year Checklist

First Year	Sophomore Year
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Career Advisor <input type="checkbox"/> Meet with Faculty Advisor <input type="checkbox"/> Assess your interests, strength, and skills with your Career/Faculty Advisor <input type="checkbox"/> Create account on Handshake <input type="checkbox"/> Revise or start your resume, have it reviewed by Advisor <input type="checkbox"/> Get involved with student organizations and volunteer experiences <input type="checkbox"/> Attend a Career Event <input type="checkbox"/> Follow Career Services on Twitter and Instagram <input type="checkbox"/> Manage your online presence; check your privacy settings <input type="checkbox"/> Get to know at least one professor <input type="checkbox"/> Utilize Campus Resources such as the Student Success Center <input type="checkbox"/> Plan a significant summer experience such as work, community service, or travel <input type="checkbox"/> In your First Year Seminar, develop your Individual Development Plan and continue to adjust throughout your college career 	<ul style="list-style-type: none"> <input type="checkbox"/> Revise your resume and cover letter; have it reviewed by Career Services <input type="checkbox"/> Create your Linked-In account <input type="checkbox"/> Declare your major, if you haven't already <input type="checkbox"/> Meet with a Career Advisor to learn how to link your major to career options <input type="checkbox"/> Use Handshake to identify and apply for an internship to build practical work experience <input type="checkbox"/> Identify ways to develop and utilize your leadership skills <input type="checkbox"/> Attend a Career Event <input type="checkbox"/> Schedule a practice interview with a Career Advisor <input type="checkbox"/> Build up your professional wardrobe to wear to an interview and internship (or use The Career Closet) <input type="checkbox"/> Get to know another professor <input type="checkbox"/> Research Study Abroad options <input type="checkbox"/> Consider taking a leadership role in a club or organization <input type="checkbox"/> Start to develop your portfolio on Handshake
Junior Year	Senior Year
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Career Advisor for internship opportunities <input type="checkbox"/> Attend Career Events <input type="checkbox"/> Continue polishing your resume as you apply for and complete internships <input type="checkbox"/> Strengthen your cover letter and develop a 30 second pitch <input type="checkbox"/> Identify companies and organizations you are interested in working <input type="checkbox"/> Research employers, attend Career fairs, collect business cards, and follow up with thank you notes <input type="checkbox"/> Volunteer: non-profits and service organization can be a great place to develop skills and explore interests. <input type="checkbox"/> If you plan to attend graduate school, research schools of interest, visit target schools, and take practice graduate admission exams <input type="checkbox"/> Schedule mock interviews with Career Advisor 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Career Advisor to fine-tune your job search strategy <input type="checkbox"/> Start applying early for career related jobs and service opportunities <input type="checkbox"/> Line up your references; you will need at least three <input type="checkbox"/> Continue networking and update your resume, cover letter, and portfolio <input type="checkbox"/> Attend all career events <input type="checkbox"/> Practice your networking pitch <input type="checkbox"/> Ask professors for recommendations <input type="checkbox"/> Transition from student to polished professional– dress for success and market yourself with confidence <input type="checkbox"/> Continue to use Handshake even after graduation as an alumni <input type="checkbox"/> Use your professional network for support, leads, and encouragement as you explore post-graduation opportunities
<p>The Office of Career Services, Trinity Hall, East, Room 133 careerservices@annamaria.edu</p>	