



**ANNA MARIA**  
COLLEGE

**Student Four Year Checklist**

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