



You are one step closer to honing your area of expertise and entering your chosen professions. This checklist serves as a reminder of what to look out for and suggests what things you should focus on while you complete your graduate studies.

Reminders

- ☐ Build your resume by looking for internship opportunities in your field of study to broaden your experience. If you haven't already done so, register for **HireFresnoState** by visiting your MyFresnoState portal, selecting "Campus Systems" from the middle drop-down menu and then clicking the "HireFresnoState" square title item to search for job and internship opportunities for Fresno State students and alumni.
- ☐ Schedule an appointment with your Career Liaison careercenter.fresnostate.edu/staff/ to discuss your career objective and internship/ job search plan. careercenter.fresnostate.edu/account/content-preferences/
- ☐ Download the Career Success Guide available on the home page of Career Development Center's website located at careercenter.fresnostate.edu/ and review the section on resume writing and revise/write your resume.
- ☐ To update your resume and cover letter, stop into the Career Development Center's Career Café in USU 306.
- ☐ **FORMULATE YOUR JOB SEARCH STRATEGY.**
- ☐ Attend any graduate workshops, panels, and employer sessions offered.
- ☐ Begin building professional NETWORKS during your internships and jobs.
- ☐ Determine your career objectives and professional goals so that you may work toward them through your programs and internships.
- ☐ To gain a deeper understanding of your field of study, look into various professional groups and affiliations to be a part of.
 - ☐ careeronestop.org/Toolkit/Training/find-professional-associations.aspx or directoryofassociations.com.
- ☐ Schedule Career Conversations – Visit
- ☐ careercenter.fresnostate.edu/channels/grow-your-network-linkedin/ to learn how to build your network in your field and connect with fellow alumni graduate professionals in those professions using LinkedIn.
- ☐ Ask your Career Liaison for assistance in polishing your résumé and browsing various employment sites in your field of study.

- ☐ Review information on writing cover and other employment letters in the Career Success Guide.
- ☐ Attend any workshops, networking events or career fairs offered.
- ☐ Research multiple job descriptions for the role you wish to pursue after graduation and begin gaining experience in those areas through your internship and present position.
- ☐ Mock interviews are ESSENTIAL for success, so meet with your Career Liaison to prepare for the big day.