



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](#) to discuss your career objective and internship/ job search plan.
- Download the [Career Success Guide](#) available on the home page of Career Development Center's website located at fresnostate.edu/careers 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 the University Student Union, Room 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 fresnostate.edu/careers/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 resume 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.