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.

- 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.