



You've knocked out 30 units toward your degree. Congratulations! If you completed all the items on the Freshman Checklist you're on your way to a successful start to your career. If you haven't, no worries. Just be sure to get those items completed as soon as possible. This year's Checklist is all about getting to know the realities of your career options. It is a year of exploration.

- Meet with your Career Liaison** - While we always recommend that you meet with your Career Liaison at least once a year, it's especially important to meet with them if you are unsure of your career direction. To schedule an appointment call 559.278.2381.
- Update Your Content Preferences on Our Website** - Log in to our website at fresnostate.edu/careers using your Fresno State username and password. Once logged in click on "Preferences" under your name on the top right corner of the page. Select all affinity/identity groups, and career communities you would like to receive content for on the weekly newsletter.
- Read/Watch About Career Options** - You can learn a lot about careers that sound interesting to you by just surfing the web. Here are some great resources to start your exploration:
 - The Occupational Outlook Handbook** - Developed by the Bureau of Labor Statistics and provides information for more than 300 occupational profiles covering about 4 out of 5 jobs in the economy. bls.gov/ooh/.
 - CareerOneStop** - The U.S. Department of Labor's one stop shop for all things career careeronestop.org/.
 - Career Blogs** - Just put the following in your favorite search engine, "(name of career) career blog". For example, to learn about becoming an Actuary search for "Actuary Career Blog". You'd be surprised how many people write about their careers.
 - YouTube** - Search "(name of career) career video" or look on our channel to view alumni panels in a variety of industries youtube.com/@HireFresnoState.
 - Candid Career** - Watch quick videos on careers, industries, and majors at fresnostate.edu/careers/resources/candid-career-explore-careers-by-majors/.
- Start to Build Your Network** - Visit our Build Your Network/LinkedIn page at fresnostate.edu/careers/channels/build-your-network-linkedin/ to learn how to do the following:
 - Create a LinkedIn Profile** at [LinkedIn.com](https://www.linkedin.com) or update your profile with recent internships and experiences.
*Connect with everyone you know (students, faculty, staff, friends, employers, family, etc.) and reach out to people in your industry.
 - Create Your 30-Second Elevator Pitch** - Think about how you would want to market yourself to a potential employer. What can you say when asked "What do you want to do with your degree?" or "Why should I hire you?".
*Be sure your pitch is both authentic and professional.

- Connect with Fresno State Alumni** - Find them on Fresno State's LinkedIn page at [linkedin.com/school/california-state-university-fresno/people/](https://www.linkedin.com/school/california-state-university-fresno/people/). Seek out people who had the same major that you have now or are in a career of interest to you and include a brief note when you sent the invitation to connect.
- Have a Career Conversation** - A career conversation is a 20-30 minute meeting you can have in-person, over the phone or via Zoom where you learn about a person's career journey and what they recommend you do if you want to go into the same field. Keep in mind, most people like to talk about themselves and what they do. You can start by practicing with a family member just to get the hang of it.
- Go Job Shadow** - Winter break is a great time to visit one of your new professional contacts and see what a day in the life in that career looks like. This can be 2 to 4+ hours.

- Update or Create Your Resume and Cover Letter** - Stop by the Career Development Center Career Cafe (University Student Union, Room 306) to have your resume and cover letter reviewed by one of our Career Peer Mentors. Once reviewed by the Career Peer Mentors, schedule an appointment with your Career Liaison for a final review.
- Check-out the Clothing Closet** (University Student Union, Room 306) - in the Career Development Center and pick up some professional attire for career and internship fairs and networking events.
- Attend ALL Career and Internship Fairs and Networking Events** - Take that freshly polished resume to all of the fairs and networking events to learn more about upcoming internship opportunities. (See calendar on our website for details and dates).
- Set Up a Search Agent on HireFresnoState for Internships** - Learn how to do that by visiting our YouTube Video at youtu.be/P0z_1r2sFUE.
- Apply for Internships** - You'll want to start working on this as early as November. Log in to your [HireFresnoState](#) account to view opportunities.

Summer After Your Sophomore Year

- Start Your Summer Internship**
 - Develop a strong work ethic - Come to work on time, every time. Have a positive attitude. When you've finished your assigned task, ask your supervisor for more. Always be on the lookout for ways you can help your supervisor and co-workers.
 - Learn to communicate effectively with supervisors, co-workers and customers, on the phone, in person, and in writing.

- Explore Graduate School Options** - Some careers require a graduate degree. Research your career goal and determine if it's required or recommended. If an advanced degree is needed, it's time to start your research on programs. You can do that by visiting fresnostate.edu/careers/channels/prepare-for-graduate-school/.