

Career Planning Checklist

First Year

- Meet with a career coach in the Strommen Center to explore your goals, options, and interests to help you choose a major
- Complete and reflect on your career interest and strengths on [Focus2Career](#)
- Research careers based on your assessments, knowledge of interests, and goals on [O*NET](#)
- Learn about on-campus and off-campus opportunities to gain experience, such as student groups
- Learn about career readiness skills and how you can grow them in the classroom and in other experiences
- Perform informational interviews with family, friends, LinkedIn contacts, Career Champions, and others in your community who have careers that interest you
- Explore the different resources available on the Strommen Center website for different areas of study and different affinity groups
- Explore and learn about Handshake

Declaring Your Major

- Review the options for majors and concentrations in [the undergraduate and graduate catalogs](#)
- Learn about and review PDFs that do deep dive into specific majors on [What Can I Do With This Major?](#)
- Meet with your academic advisor to discuss and confirm your major and your degree plan
- Refer to the [Academic Advising](#) page for more information

Second Year

- Meet regularly with your advisor and become familiar with [the major checklists](#) and [course tracking resources](#) available on the Advising website
- Have your resume reviewed by a career coach
- Draft an adaptable cover letter and thank you letter

- Continue participating in student groups and organizations
- Do a mock interview with the Strommen Center and practice talking about yourself/creating an “elevator pitch”
- Research organizations you may be interested in interning at
- Become familiar with job searching tools, job descriptions, and other application process aspects
- Attend events sponsored by our career center
- Subscribe to a personalized newsletter on the Strommen Center website and have resources, jobs, and events emailed to you

Third Year

- Gain experience in your field through an internship, part-time work or work study, experiential learning, student research, or volunteer work
- Build a community based around your career path and your social media presence
- Update and learn to tailor your resume to each job opportunity
- Practice and fine-tune your elevator pitch
- Attend career fairs and other career-related events
- Develop a job-search strategy with a career coach and learn about various job search sites
- Check in on career readiness skills and track how you’re doing, such as using the assessment on Focus 2 Career
- Apply for internship and job opportunities, and track your progress
- Be familiar with the internship requirements for your major and/or how to register your internship if you are using it to fulfill your [Augsburg Experience](#)

Fourth Year

- Create a list of references
- Strengthen your interviewing and communication skills
- Attend career events and fairs
- In the semester you’re graduating, make sure to fill out the intent to graduate form and complete other required steps [found on the Registrar’s page](#)
- Begin preparing the transition from college student to whatever comes next
- Let the Strommen Center know where you’re headed next after school in the First Destination Survey