



CHECKLIST for Your Junior and YOU

WHAT STUDENTS SHOULD DO:

- Take their major **CDI 301** in the fall (if possible)
- Update their resume and LinkedIn profile** with relevant work, academic, and leadership experience and activities
- Have resume, cover letters and LinkedIn profile **reviewed during their Dedicated Career Coach's Drop-In Hours** or during Resume Refresh events
- Read their weekly **CareerEdge e-alerts**
- Attend **Career Community** events (i.e. Career Fair, networking nights, mock interview events, internship showcases)
- Meet with their dedicated Career Coach to **develop/review their Career Action Plan** for getting an advanced internship and interview advice
- Work on their Career Action Plan WEEKLY!**
- Check **BentleyLink and other job posting sites** for internships regularly
- Reach out to and network** with alumni, employers, and contacts

WHAT PARENTS CAN DO:

- Ask to **look at your student's updated resume, cover letter, and LinkedIn profile** to ensure they are up to date and look good
- Ask them **when they plan to go to their Dedicated Career Coach's Drop-Ins** for a resume/cover letter review or Career Action Plan discussion
- Send them a **LinkedIn invitation** and **review your connections** with them to see who may be helpful for them to connect with and talk to
- Rehearse their elevator pitch with them** so they are confident when attending the Career Fair and networking events
- Ask your student about **their Career Action Plan** for finding a summer internship (if their answer isn't very good, encourage them to meet with their Dedicated Career Coach ASAP!)
- Encourage your student to be **independent and accountable** in their job search and work on their Career Action Plan weekly