



CHECKLIST for Your Senior and YOU

WHAT STUDENTS SHOULD DO:

- 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
- Meet with their dedicated Career Coach to develop/review their **Career Action Plan** for getting a full-time job and interview/offer advice
- Work on their Career Action Plan **WEEKLY!**
- Apply to postings on BentleyLink and other job site **regularly**
- Conduct direct outreach to employers regarding recruiting and job opportunities
- Reach out to and network with alumni, employers, and contacts
- Read their weekly CareerEdge e-alerts
- Attend Career Community events (i.e. Career Fair, networking nights, mock interview events, professional showcases)

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 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 full-time job (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 to work on their Career Action Plan weekly