



CHECKLIST for Your Sophomore and YOU

WHAT STUDENTS SHOULD DO:

- Update CDI resume and LinkedIn profile** with spring and summer experiences, activities, and leadership experience
- Have resume, cover letters and LinkedIn profile **reviewed during Sophomore Drop-In Hours** (M-F 1:00-2:30 p.m. in LAC 225)
- Read their weekly **CareerEdge e-alerts**
- Attend **Career Community** events (i.e. Career Fair, networking nights, mock interview events, internship showcases)
- Meet with the Sophomore Career Coach and Career Colleagues during Drop-Ins to **develop/review their Career Action Plan for getting an internship and interview advice**
- Check **BentleyLink and other job posting sites for internships regularly**
- Register for **CDI 301 in spring** (if possible)

WHAT PARENTS CAN DO:

- Ask to **look at your student's updated CDI resume, cover letter, and LinkedIn profile** to ensure they are up to date and look good
- Ask them **when they plan to go to Sophomore 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
- Encourage your student to be **independent and accountable** in their job search and career pathing
- Ask your student about **their Career Action Plan** for finding a summer internship (if their answer isn't very good, encourage them to come to Sophomore Drop-Ins ASAP!)