### WHAT STUDENTS SHOULD DO:

- Take their major **CDI 301 ASAP** (if they haven’t already)
- Update their resume, Handshake profile and LinkedIn profile with relevant work, academic, and leadership experience and activities & upload updated resume into VMock for review
- Have resume, cover letters and LinkedIn profile reviewed by their Dedicated Career Coach
- 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 Handshake and other job sites regularly
- Conduct direct outreach to employers regarding recruiting and job opportunities
- Prepare for interviews using Big Interview
- Reach out to and network with alumni, employers, and contacts
- Read their weekly CareerEdge e-alerts and blogs
- Attend virtual Career Community events (i.e. virtual Career Fairs, panels, meet ups, coffee chats, etc.)
- **Do SOMETHING to develop experience!** (LinkedIn learning modules, network/informational meetings, professional skill development, virtual volunteering, independent learning, professional association engagement)

### WHAT PARENTS CAN DO:

- **Ask to look at your student’s updated resume, cover letter, Handshake profile, and LinkedIn profile** to ensure they are up to date and look good
- Ask them when they plan to meet with 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 virtual Career Fairs and networking events and conducting informational meetings
- Support your student’s efforts to volunteer, network, participate in research projects, and/or develop their skills with LinkedIn Learning modules if they do not have an internship
- **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
- Reassure your student that they will get a job as long as they put in sustained effort

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careeredge.bentley.edu  -  CareerEdge
https://bentley.joinhandshake.com/ - Handshake