



# BENTLEY UNIVERSITY

Undergraduate Career Development  
Pulsifer Career Development Center

## CHECKLIST for Your Junior and YOU

### WHAT STUDENTS SHOULD DO:

- ❑ Take their major **CDI 301** in the fall or spring
- ❑ **Update their resume, Handshake profile and LinkedIn profile** with relevant work, academic, and leadership experience and activities & upload resume into **VMock** for review
- ❑ Have resume, cover letters and LinkedIn profile **reviewed by their dedicated Career Coach**
- ❑ Read their weekly **CareerEdge e-alerts and blogs**
- ❑ Check **Handshake and other sites on CareerEdge** for internships, micro-internships, research projects, volunteer-ships, and other virtual opportunities regularly
- ❑ **Do SOMETHING this summer!** (LinkedIn learning modules, network/informational meetings, professional skill development, virtual volunteering, independent learning, professional association engagement)
- ❑ Attend virtual **Recruiting and Career Community events** (i.e. virtual Career Fairs, panels, meet ups, coffee chats, etc.)
- ❑ Meet with their dedicated Career Coach to **develop/review their Career Action Plan** for getting an advanced internship and interview advice
- ❑ **Prepare for interviews using Big Interview**
- ❑ **Work on their Career Action Plan WEEKLY!**
- ❑ **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, Handshake profile and LinkedIn profile** to ensure they are up to date and look good
- ❑ Ask them if they have enrolled in their **CDI 301 course**
- ❑ Ask them **when they plan to go 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 developing their skills and experience (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

[careeredge.bentley.edu](https://careeredge.bentley.edu) - CareerEdge

<https://bentley.joinhandshake.com/> - Handshake