



# BENTLEY UNIVERSITY

Undergraduate Career Development  
Pulsifer Career Development Center

## CHECKLIST for Your Senior and YOU

### 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

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

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