



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 editing and 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 opportunities regularly
- ❑ **Do SOMETHING this summer!** (LinkedIn learning modules, network/informational meetings, professional skill development, volunteering, independent learning, professional association engagement)
- ❑ Attend **Recruiting and Career Community events** (i.e. 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 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