



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 editing and 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 **Career Community events** (i.e. Career Fairs, panels, meet ups, coffee chats, etc.)
- ☐ **Do SOMETHING to develop experience!** (LinkedIn learning modules, network/informational meetings, professional skill development, 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 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