



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 **Big Interview/Resume 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). Look at handouts in Handshake Career Center Resources for ideas on what you can do to develop your skills and experience!
- ❑ 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