



# BENTLEY UNIVERSITY

Undergraduate Career Development  
Pulsifer Career Development Center

## CHECKLIST for Your Sophomore and YOU

### WHAT STUDENTS SHOULD DO:

- ❑ **Update CDI resume. Handshake profile, and LinkedIn profile** with spring and summer experiences, activities, and leadership experience & upload updated resume into **Big Interview/Resume** for editing and review
- ❑ **Have resume, cover letters and LinkedIn profile reviewed** during Career Design Studio Drop-In Hours
- ❑ Register in **Fall CDI 201** if unsure about **major** or career path
- ❑ Register Fall or Spring major related **CDI 301** course **if/when you know what you want to major in**
- ❑ Read their weekly **CareerEdge e-alerts & blogs**
- ❑ Attend **Career Community events** (career fairs, panels, meet ups, etc.)
- ❑ **Meet with the Sophomore Career Coach** to develop/review their Career Action Plan for developing your skills and experience and interviewing remotely
- ❑ Check **Handshake and other sites on CareerEdge** for internships, micro-internships, research projects, volunteer-ships, and other virtual opportunities regularly
- ❑ **Practice interviewing on Big Interview**
- ❑ **Do SOMETHING this summer!** (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 CDI resume, cover letter, Handshake profile, and LinkedIn profile** to ensure they are up to date and look good
- ❑ Ask them **when they plan to go to Career Design Studio Drop-Ins** 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 networking and doing informational meetings
- ❑ Encourage your student to be **independent and accountable** in their experience development, internship search and career pathing
- ❑ 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 go to Sophomore Drop-Ins ASAP!)

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

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