



CAREER PLANNING CHECKLIST

- COVER LETTER.** Proofread your cover letter to ensure it is grammatically correct and factually up to date.
- RESUME.** Is your resume current? Does it contain your latest educational achievements, internships, jobs, and other information? If not, update it. Have you created different types of resumes (chronological, functional, combination, targeted) to use for different types of employers?
- NETWORKING.** Update your networking contact list. Take the time to think about people you could add to your list to increase your chances of landing a job. Reach out to people on your list to learn more about career paths and potential job opportunities.
- SOCIAL NETWORKING SITES.** Is the information about you at these sites appropriate for potential employers to view? If not, update/revise it to improve your profile. Are you using social network sites such as LinkedIn effectively to increase your professional profile and reach out to potential employers or sources of information about your industry?
- PROFESSIONAL ASSOCIATIONS.** Join professional associations and other organizations to learn more about your field, meet others with the same interests and increase your networking opportunities.
- INTERVIEW CLOTHING.** Are your interview outfits professional and in good condition? Proper interview clothing is important for making a great first impression.
- INTERVIEW SKILLS.** Practice rehearsing answers to common interview and behavioral interview questions. Consider specific examples that convey you can do the job.
- THANK YOU.** Either send an email or send a hand-written thank you note to employers after your interview.

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