

CAREER PLANNING CHECKLIST

- Visit the Albers Placement Center (APC) at Pigott 331 for career information: resumes and cover letters, interviewing tips, internships, and job opportunities.
- Take the Career Leader Assessment Test at the APC to assess your career interests. Take other career related assessments at the Career Services Office (PAVL 110).
- Update your profile on the Redhawk Network. The Redhawk Network is a great place to search for internships and jobs.
- Do your social networking accounts demonstrate professionalism?
- Consider having business cards made at the Albers Placement Center (APC).
- Meet with your Faculty Mentor to discuss major elective choices.
- Participate in company resume reviews and/or mock interviews through the APC.
- Meet people in careers that interest you. Network! Start with these contacts – Albers Placement Center, professors, staff, friends, club members, parents, or neighbors.
- Join a professional association related to your career interest. Check the Albers Placement Center for association listings.
- Attend the Business Career Fair and the University-wide Internship Fair to explore internship opportunities for the summer and for your senior year.
- Finance or Accounting majors, most recruiting happens in the fall of your senior year. Resumes and data sheets due the first two weeks of class.
- Develop leadership, teamwork, and communication skills by getting involved in Albers or campus organizations. Consider a club leadership position.
- If a senior, participate in the Albers Mentor Program which starts in October.
- Sign up for career development workshops offered throughout the academic year by the Albers Placement Center: (206) 296- 5687.
- Attend the Albers Placement Center events such as the Albers Business Career Fair or Etiquette Dinner to prepare for the job search.
- Attend a “Planning for Grad School” information session or meet with a faculty advisor for this discussion. Plan ahead to meet application and examination deadlines.