CAREER DEVELOPMENT CHECKLIST
JUNIOR/SENIOR YEARS

JUNIOR YEAR
☐ Continue to update resume, cover letters, and portfolio
☐ Continue to update and monitor all social media outlets (Facebook, LinkedIn, Twitter, Pinterest)
☐ Narrow industry focus based on internet research, informational interviews, and library resources
☐ Explore graduate/professional school plans and options with faculty, career advisors, and online/library resources
   • Law School Admissions Council Website (www.LSAC.org)
   • MBA Programs website (www.MBAPrgrams.org)
   • Graduate School Directories (www.GraduateGuide.com and www.GradSchools.com)
   • GRE information (www.ets.org/gre)
   • Association of American Medical Schools (www.aamc.org)
☐ Identify internships/experiential opportunities with organizations that do not recruit on campus
☐ Attend on and off campus career fairs and network with various organizations in your area of interest
☐ Explore additional areas to identify skills, interests, and values
   • Join professional organizations affiliated with career interest – many professional organizations have local chapters and student membership rates

SENIOR YEAR
☐ Organize job search strategies for obtaining full-time employment via internet and personal networking
   • Target desired industries and determine geographical preferences
   • Complete resume/cover letter consistent with industry preferences
   • Research and gather information on companies in chosen industries
   • Identify companies through web based job boards, career coaches, and faculty
   • Schedule phone or in-person interviews with industry employers who are not scheduled to come on campus
☐ Organize graduate/professional school applications to meet established deadlines
- Participate in a mock interview
- Continue to attend various career-related workshops and employer presentations
- Evaluate employment offers, graduate/professional school study, and/or volunteer service opportunities based on personal interests, values, and career goals
- Consider and research post graduate internships to gain further experience in given field and to enhance resume
- Attend workshops and meet with career coaches to prepare for life after Xavier University
  - Have discussions with alumni, faculty, professionals, and career coach
  - Visit Xavier’s National Alumni Association website for events and chapters
  - Connect with Xavier University Alumni LinkedIn group