Master’s Students Checklist for Job Seekers: Summer

Items to Consider:

Do you have a timeline from now until the summer after graduation that outlines your job application deadlines and goals?
Have you visited the Career Center?
Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
Are you doing an internship, volunteer work, and/or job to develop and hone your skills?
Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
Do you have a draft of a resume and are you updating it regularly?
Do you have a LinkedIn account and are you updating it regularly?
Have you been conducting informational interviews?
Have you been networking through social and professional events (undergraduate alma maters, conferences, industry events, professional associations, etc.) to increase your list of contacts?
Have you been building your list of contacts at companies or organizations you are interested in?
Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
Have you practiced your interviewing skills?
Have you prepared drafts of resumes, cover letters, and other relevant application materials?
Have you shared these materials with trusted mentors, peers, or a Career Center coach for feedback?

What else do you want to accomplish during your summer?

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2. ___________________________________________________________________________________

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3. ___________________________________________________________________________________

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