

BOOMER'S CAREER PLAN CHECKLIST

EXPLORE

FIRST YEARS



- ☐ Pick a **major!** Need help? Make an **appointment with a Career Resources Specialist** for consultation and free **self assessments**.
- ☐ Need a deep dive? Enroll in **IDS 120**, our academic course on **Exploring Majors & Careers**.
- ☐ Sign in and explore your **Handshake** account - start filling out your profile with experience, coursework and involvement.
- ☐ Join a **campus organization** related to your major or career interest.
- ☐ Follow the **Career Center on socials** (@msucareercenter) to stay up to date on all Career Center events and resources!

PREPARE

MIDDLE YEARS



- ☐ Locate **internships, volunteer experiences, or part time jobs** related to your career field (access internship postings on Handshake).
- ☐ Make an appointment with a Career Resources Specialist to create and/or strengthen your **resume and cover letter**. We can also help you develop a **LinkedIn Profile**.
- ☐ Attend **Career Center events!** Resume Cafes, Mock Interview Day, Career Fairs, Bear Your Talent Tuesday (Employers Visiting Campus)
- ☐ Build your **network of contacts** through campus organizations, professors, networking at a Career Fair, internships and more.
- ☐ **Research employers** hiring in your major. Learn what they seek and where they are located.
- ☐ Gain **interviewing tips and learn what to expect from employers** by making an appointment with a Career Resources Specialist for a specialized Mock Interview!
- ☐ If continued education is part of your career path, **research graduate schools**. Make an appointment with a Career Resources Specialist for Graduate School Preparation and/or assistance developing a Personal Statement.
- ☐ For Grad School Prospects: July/Aug/Sept - **prepare for & take relevant entrance exams**. Sept/Oct - research funding requirements; letters of reference/statements of purpose
- ☐ **Update your Handshake** account (upload your resume), search for employers, job postings, and all Career Center events.

IMPLEMENT

LAST YEARS



- ☐ Come to Career Center **Drop-In Hours or a Resume Cafe** to keep your resume updated and ready for job applications.
- ☐ Keep your **Handshake and LinkedIn** profiles updated.
- ☐ For Grad School: In Nov/Dec -**submit applications** (check deadlines) Spring - review offers, accept, and make housing arrangements.
- ☐ **Research potential employers**. Find out as much as possible before you apply. **Don't wait until you graduate to begin looking** for a job! Job search may take 3-6 months.
- ☐ Attend Career Fairs and participate in on-campus recruiting dressed professionally, ready to distribute resumes and make meaningful connections.
- ☐ Continue to build your network of contacts with people who may provide job leads. **You've got this!**
- ☐ Review and apply for full time postings through Handshake and LinkedIn, as well as other job search sites related to your career interests.
- ☐ Remember you have access to all **Career Center resources for life as a Missouri State Alumni** - we're here for you!

Learn more here!

