

Freshman Year

Explore & Build Foundations



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Self-Discovery

- ☐ Identify interests, values, and strengths
- ☐ Complete a self-assessment inventory (i.e. Clifton Strengths, Strong Interest inventory, etc)
- ☐ Review courses required of the major and take exploratory courses outside your major
- ☐ Job shadow a professional in your field of interest
- ☐ Meet with a career or academic advisor

Campus Involvement

- ☐ Join at least one club or student organization to build leadership skills
- ☐ Attend a campus career fair, employer event, or workshop

Professional Basics

- ☐ Create a Handshake profile (the more details the better)
- ☐ Create or update a resume draft
- ☐ Start tracking accomplishments, activities, volunteer, job experience, and skills

Experience

- ☐ Get a campus job, part-time job, or volunteer role
- ☐ Participate in a club

Sophomore Year

Gain Leadership



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Build Experience

- ☐ Apply on Handshake for internships, part-time jobs, research, or volunteer roles
- ☐ Take on a leadership role in a club or organization

Skill Development

- ☐ Start learning technical or field-specific skills
- ☐ Attend career development workshops

Networking

- ☐ Attend at least one career fair
- ☐ Connect with alumni or professionals on LinkedIn
- ☐ Conduct 1-2 informational interviews or continue to job shadow

Professional Development

- ☐ Create or update a LinkedIn profile and complete key sections (about, education, skills, professional photo, detailed experience, etc)
- ☐ Login to Big Interview and start learning / practicing how to interview for jobs
- ☐ Update your resume, adding skills from leadership, volunteering, and work experience. Submit your resume to CCI for review

Junior Year

Build Professional Experience



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Internships

- ☐ Secure a summer internship related to your career goals
- ☐ Consider a co-op or part-time role in your field

Professional Branding

- ☐ Update resume with measurable achievements
- ☐ Create a job-specific cover letter
- ☐ Build a portfolio, website, or project repository (if applicable)
- ☐ Update your Handshake and LinkedIn profiles

Networking

- ☐ Attend industry networking events
- ☐ Connect with alumni in your target field

Career Preparation

- ☐ Identify target companies or industries
- ☐ Begin preparing for senior-year recruiting
- ☐ Conduct a practice interview or have resume reviewed with CCI staff

Senior Year

Launch Your Career



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Job Search

- ☐ Prepare a job search strategy
- ☐ Apply for full-time roles or graduate programs
- ☐ Track applications and follow up; use the CCI [job tracker](#)

Professional Materials

- ☐ Finalize resume, cover letter templates, bio, or professional portfolio
- ☐ Update your Handshake and LinkedIn profiles with internships and projects

Interview Preparation

- ☐ Practice behavioral interview questions
- ☐ Practice technical or case interviews (if applicable)
- ☐ Practice! Practice! Practice! Practice with CCI staff and Big Interview

Professional References

- ☐ Ask professors or supervisors for references
- ☐ Request recommendation letters (if applicable)

Career Transition

- ☐ Learn about salary negotiation and benefits
- ☐ Build a post-graduation financial plan
- ☐ Take “Final Destination” Survey before Commencement