

# SU 4 Year Career Action Plan Checklist ✓

CUB 108 · 717-477-1484 · [career.ship.edu](http://career.ship.edu) · [career@ship.edu](mailto:career@ship.edu)

Begin now to prepare for today’s competitive job market! Explore career interests and develop job skills knowledge and experiences to achieve your career goals.

- RESEARCH (majors, careers, graduate programs)
- EXPERIENCE (volunteer, join organizations, part-time jobs, internships, study abroad)
- PREPARE (internship, graduate or job search materials)
- APPLY (internships, graduate/professional school, jobs)
- TRANSITION (from college to the workplace or graduate/professional school)

FIRSTYEAR  
SOPHOMORE  
JUNIOR  
SENIOR

- |   |                                  |                                  |                                  |                                  |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> EXPLORE the Career, Mentoring, and Professional Development Center website                           | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> UPDATE SHIP Career Connection profile & search for volunteer opportunities                           | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> COMPLETE Focus 2 career assessment, explore careers and majors related to your interests             | <input type="radio"/>            |                                  |                                  |                                  |
| <input type="checkbox"/> PARTICIPATE in career workshops/seminars (live or virtual)   | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> CHECK the career events calendar & campus recruiting schedule  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> VISIT employer information tables in the Ceddia Union Building                                       | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> PARTICIPATE in career, internship and job fairs  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> ATTEND employer information sessions/panel presentations   | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> REVIEW your social media privacy settings  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> GET INVOLVED in clubs, organizations, volunteering in your community                                 | <input checked="" type="radio"/> |                                  |                                  |                                  |
| <input type="checkbox"/> CREATE a resume draft from resources at <a href="http://www.ship.edu/career">www.ship.edu/career</a> | <input type="radio"/>            |                                  |                                  |                                  |
| <input type="checkbox"/> CREATE your personal elevator speech and learn proper handshake                                      | <input checked="" type="radio"/> |                                  |                                  |                                  |
| <input type="checkbox"/> LEARN appropriate interview attire for part-time jobs and internships                                | <input type="radio"/>            | <input type="radio"/>            |                                  |                                  |
| <input type="checkbox"/> EXPLORE part-time job opportunities through SHIP Career Connection                                   | <input checked="" type="radio"/> | <input checked="" type="radio"/> |                                  |                                  |
| <input type="checkbox"/> BUILD relationships with faculty, employers, and staff to obtain professional references             | <input type="radio"/>            | <input type="radio"/>            |                                  |                                  |
| <input type="checkbox"/> LEARN how to draft a cover letter  |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> |                                  |
| <input type="checkbox"/> SCHEDULE an appointment at our Center to learn how to search for an internship                       |                                  | <input type="radio"/>            | <input type="radio"/>            |                                  |
| <input type="checkbox"/> APPLY for an internship  |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> |                                  |
| <input type="checkbox"/> CONDUCT mock interviews for internship or job interviews   |                                  | <input type="radio"/>            | <input type="radio"/>            |                                  |
| <input type="checkbox"/> REVIEW your resume at the Career, Mentoring, and Professional Development Center                     |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> RESEARCH potential employers/job descriptions  |                                  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> SEEK OUT job shadowing opportunities   |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> CREATE a LinkedIn account  |                                  | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> EXPLORE graduate or professional school options  |                                  |                                  | <input checked="" type="radio"/> |                                  |
| <input type="checkbox"/> PREPARE graduate or professional school applications   |                                  |                                  | <input type="radio"/>            |                                  |
| <input type="checkbox"/> SCHEDULE an appointment in our Center to learn about the job search process                          |                                  |                                  | <input checked="" type="radio"/> |                                  |
| <input type="checkbox"/> PREPARE job search materials, (i.e., cover letter, portfolio, updated resume, writing samples)       |                                  |                                  | <input type="radio"/>            |                                  |
| <input type="checkbox"/> APPLY to graduate school, if applicable  |                                  |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> PURCHASE appropriate interview attire for full-time jobs/graduate school interviews                  |                                  |                                  | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> POLISH your elevator speech  |                                  |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> ATTEND business and dining etiquette sessions  |                                  |                                  | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> PARTICIPATE in campus recruiting interviews  |                                  |                                  | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| <input type="checkbox"/> ATTEND employer networking events  |                                  |                                  | <input type="radio"/>            | <input type="radio"/>            |
| <input type="checkbox"/> APPLY for positions  |                                  |                                  |                                  | <input checked="" type="radio"/> |
| <input type="checkbox"/> COMPLETE the Career First Destinations Survey  |                                  |                                  |                                  | <input type="radio"/>            |