

## Career Planning Timeline Senior Class

## Senior Career Preparation

- ★ Start your job search early in the Fall semester
- Explore career paths
- **♦** Contact Career Services for assistance with your career documents and job search
- Watch your Post student email for announcements of Career Services career competitions, events such as Interview Advice from Business Professionals and the Internship/Job Fair
- Visit Career Services Facebook job board at Jobs & Internships https://www.facebook.com/PostUniversityCareerServices/
- ★ Attend on-campus and off-campus job fairs to start networking and understand the process
- Fine-tune your resume and LinkedIn Profile
- Update and practice your Elevator Pitch
- Complete an internship or two in your major
- Research target organizations through the internet and your professional network
- **♠** Ask professors, employers, and internship supervisors for letters of recommendation
- Manage your internet brand, email name/closing, and phone message to represent the professional "you"
- Consider creating an e-portfolio or career website
- Expand your professional network

## **OUTCOMES**

- ✓ Refresh your resume and LinkedIn profile to stay current
- ✓ Practice your interview skills and Elevator Pitch
- ✓ Secure a second internship or career related part time job
- ✓ Identify the various career paths in your major that are available and where to locate those jobs
- √ Fine-tune your job search plan
- ✓ Secure professional employment or graduate school admission