

# Career Development Checklist

## FIRST YEAR

- Attend the Majors Fair
- Research careers
- Create your résumé
- Attend a Career Fair
- Take the YouScience career assessment
- Create an account on Handshake



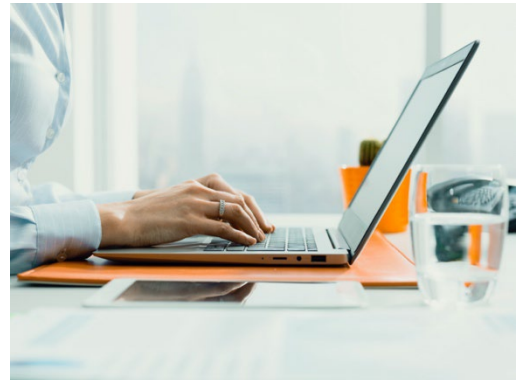
## SECOND YEAR

- Attend career workshops
- Complete a job shadow opportunity
- Create your LinkedIn account
- Participate in volunteer opportunities
- Start considering graduate programs
- Focus on maintaining a strong GPA
- Keep your résumé up-to-date



## THIRD YEAR

- Attend career fairs and employer events
- Complete a mock interview
- Learn to network
- Research companies and employers
- Develop a list of professional references
- Prepare for graduate school admissions
- Keep your résumé up-to-date



## FOURTH YEAR

- Finalize your résumé
- Attend networking events
- Join professional organizations
- Request letters of recommendation
- Review your social media accounts
- Apply for jobs
- Celebrate job offers!



Questions about career?  
Email [careers@spalding.edu](mailto:careers@spalding.edu)