



Your job search is more than creating a resume, applying for a job, interviewing, and shapow! a magic job appears. You have to be very intentional in the management of your career, starting with your first year of college.

FIRST YEAR

- Get involved! Student organizations can offer you leadership roles in the future.
- Volunteer! Community engagement is a great way to build your resume
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Complete your Handshake profile and LinkedIn profile
- Clean up and manage what content you put on your social media accounts.
- Attend a resume workshop and create your first resume.
- Talk to a CMC Certified Career Coach about your career options within your intended major
- Discover your talents for academic, personal, and career success by taking the StrengthsQuest assessment (find the link on our Student Resources webpage).

SECOND YEAR

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major.
- Lead! Take a leadership role or committee position in a student organization.
- Network, Network, Network. Building relationships is one of the best things you can do in your college career.
- Schedule an appointment with the CMC to review your resume.
- Review your Handshake and LinkedIn profiles.
- Clean up and manage the content on your social media accounts.
- Purchase business professional attire for career fairs and internships.
- Talk to a CMC Certified Career Coach about your career options within your intended major.
- Identify the types of jobs you are interested in on Handshake. Pay close attention to the skills the job description asks for. How will you acquire those skills before graduation?
- Attend as many CMC workshops as possible.
- Sign up for a Mock Interview.
- Attend the Rawls Career Fair and employer information sessions.
- Identify internship opportunities; if possible, complete one after your second year.
- Complete an Externship; stop by the CMC for more information.





THIRD YEAR

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major.
- Lead! Take a leadership role or committee position in a student organization.
- Network, Network, Network. Building relationships is one of the best things you can do in your college career.
- Schedule an appointment with the CMC to review your resume.
- Review your Handshake and LinkedIn profiles.
- Clean up and manage the content on your social media accounts.
- Attend as many CMC workshops as possible.
- Sign up for a Mock Interview.
- Attend the Rawls Career Fair and employer information sessions.
- Use the CMC mentor program to connect to an alum in your field.
- Add to your interviewing outfit. Err on the conservative side.
- Develop an employer prospect list.
- Complete an internship; see page 20 for the importance of an internship.
- Consider graduate school and get information on entrance exams.

FOURTH YEAR

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major.
- Lead! Take a leadership role or committee position in a student organization.
- Network, Network, Network. Building relationships is one of the best things you can do in your college career.
- Schedule an appointment with the CMC to review your resume.
- Review your Handshake and LinkedIn profiles.
- Clean up and manage the content on your social media accounts.
- Attend as many CMC workshops as possible.
- Sign up for a Mock Interview.
- Attend the Rawls Career Fair and employer information sessions.
- Review your cover letter and have it critiqued by CMC staff members.
- Revise your employer prospect list.
- Research companies for interviews.
- Follow up on all applications and keep records on the status of each.
- If applicable, take graduate school entrance exam. Remember, your scores are good for 5 years.
- Go on interviews (remember to write thank-you notes), evaluate offers, and accept your first professional job!
- Remember, the CMC is here for you as an alum too.