## Career Preparation Checklist At-A-Glance

### Freshman & Sophomore Career Preparation
- Visit the Career Services website to learn about workshops, events, services, and resources available to students
- Complete student profile on Sun Devil CareerLink
- Schedule an appointment with Career Services if you need assistance with:
  - Assisting your interests, skills, personal and work values and lifestyle factors
  - Research possible majors
  - Investigate career options
- Research career options within your major
- Identify and enhance needed job skills through employment, class projects, and/or community activities
- Join and participate in an extra-curricular activity(s) such as a student club or professional organizations/associations related to your major
- Conduct informational interviews with those who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members)
- Begin to develop a professional network

### Junior Career Preparation
- Contact Career Services to learn about workshops, events, services, and resources available to students
- Review Sun Devil CareerLink and attend 2-4 ASU sponsored employer events
- Attend 3-4 webinars and workshops through Career Services & meet with a Career Adviser
- Investigate and pursue internships, part-time jobs and/or volunteer experiences related to your major
- Actively participate/take on a leadership role in extra-curricular activities such as a student club, professional organizations and associations related to your major
- Enhance your professional network
- If looking to attend graduate school, meet with faculty to discuss graduate school options and planning for graduate school applications

### Senior Career Preparation
- Contact Career Services to learn about workshops, events, services, and resources available to students
- Review Sun Devil CareerLink and attend 2-4 ASU sponsored employer events
- Complete an internship
- Research target companies and industries through individuals in your professional network, business newspapers and journals related to your major
- Ask professors, employers, internship supervisors, for letters of recommendation
- Meet with a Career Advisor

### OUTCOMES
- Select major
- Identify career path
- Begin to think of yourself as a future professional

### Junior Career Preparation
- Create resume and cover letter
- Develop a verbal networking message
- Practice interview skills
- Develop job search strategies
- Decide if you would need to apply to graduate or professional school
- Secure internship or career related part-time employment

### Senior Career Preparation
- Finalize your resume
- Enhance your interview skills
- Finalize your job search plan
- Secure professional employment or graduate school admission

### ASU Career Services

<table>
<thead>
<tr>
<th>Downtown Phoenix campus</th>
<th>Polytechnic campus</th>
<th>Tempe campus</th>
<th>West campus</th>
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<tbody>
<tr>
<td>Arizona Center, Suite 265</td>
<td>CNTR 110</td>
<td>SSV 329</td>
<td>UCB 304</td>
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