**EXPLORE** the Career and Professional Development website at www.clarion.edu/career

**UPDATE** Career Connections profile and check resources at www.clarion.edu/careerconnections

**COMPLETE** Focus 2 career assessment, explore careers and majors related to your interests

**PARTICIPATE** in career workshops/seminars (live or virtual)

**CHECK** the career events calendar and campus recruiting schedule

**VISIT** employer information tables on-campus

**PARTICIPATE** in career, internship and job fairs

**ATTEND** employer information sessions/panel presentations

**REVIEW** your social media privacy settings

**GET INVOLVED** in RSO’s, volunteer in your community, join civic groups

**CREATE** a resume draft from resources at www.clarion.edu/resumes

**CREATE** your personal elevator speech and learn proper handshake

**LEARN** appropriate interview attire for part-time jobs and internships

**EXPLORE** part-time job search process

**START** obtaining professional references (faculty, employers, advisors) for applications

**LEARN** how to draft an application/cover letter

**LEARN** Internship search process (use the Internship Strategies Checklist)

**GATHER** internship search materials and apply for positions

**CONDUCT** practice interviews for internship or full-time job interviews

**UPDATE** and **SEND** resume to resumes@clarion.edu for review

**REVIEW** and **CONTACT** references annually

**INITIATE** informational interviews to learn more about your anticipated career (occupation)

**CREATE** a LinkedIn account

**EXPLORE** graduate or professional school options

**PREPARE** graduate or professional school applications

**LEARN** full-time job search process (use the Job Search Strategies Checklist)

**PREPARE** job search materials, (i.e., cover letter, portfolio, updated resume, writing samples)

**PREPARE** your professional portfolio

**PURCHASE** appropriate interview attire for full-time jobs/graduate school interviews

**POLISH** your elevator speech

**ATTEND** business and dining etiquette sessions

**PARTICIPATE** in campus recruiting interviews

**ATTEND** employer site visits and networking events

**APPLY** for positions

**REPORT** Offers/Hires to the Center for Career and Professional Development

**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)