



# Third Year Checklist

Below are examples of the career development process for a third year student.

<p><b>ASSESS</b></p>	<ul style="list-style-type: none"> <li>○ Identify and reflect on the positive and not so positive parts of your experiences (i.e., jobs, internships, volunteering, leadership, classes, etc.) and look for key trends.</li> <li>○ Create a list of possible post grad career paths – get input from resources such as faculty, Career Services, or alumni.</li> <li>○ Update Career Portfolio in College Central.</li> </ul>
<p><b>EXPLORE</b></p>	<ul style="list-style-type: none"> <li>○ Attend workshops and presentations through academic departments and Career Services/B2B, among others (on and off campus).</li> <li>○ Work with faculty regarding graduate school options and recommendations.</li> <li>○ Volunteer and take on leadership roles in your fields of interest.</li> <li>○ Learn about fellowship opportunities.</li> </ul>
<p><b>DEVELOP</b></p>	<ul style="list-style-type: none"> <li>○ Conduct a mock interview in preparation for jobs, internships, fellowships or graduate school interviews (utilize InterviewStream).</li> <li>○ Reach out to 3-4 people before your fourth year who can write letters of recommendation for you.</li> <li>○ Research possible summer opportunities and refine your resume and cover letter.</li> <li>○ Take Career 100 1-unit course (recommended).</li> </ul>
<p><b>IMPLEMENT</b></p>	<ul style="list-style-type: none"> <li>○ Complete study abroad and an international career related internship or research position. Your third year summer is important to your future! (Summer Internship Grant)</li> <li>○ Set up a job search agent in College Central and GoInGlobal among other job sites to get emails of new listings.</li> <li>○ Identify your top post graduation interests – graduate school, full-time position, fellowship, etc.</li> <li>○ Apply for the Bridges to Business Program (B2B) for the following academic year.</li> <li>○ If considering graduate school, research programs and prepare for entrance exams.</li> </ul>