

# Checklist for Success

## YEAR ONE: Quarters 1-4

Introduce yourself to Career Services.

Work on your resume and begin to build a work history.

Introduce yourself to your Academic Department Director and get to know your teachers.

Join campus organizations and get involved! See Student Affairs for more details.

Attend an Interview Workshop.

Join professional organizations. Career Services can assist you!

Become familiar with your field by doing research. Read industry publications and surf industry-relevant websites to understand trends and news about key companies and individuals in your chosen creative industry.

Make a list of companies you would like to work for...it's never too early to plan your future!

Start saving important class projects so you can begin to build your portfolio.

## YEAR TWO: Quarters 5-8

Start doing research on Internships! If you are eager, do an internship to build your resume. It won't be for credit, but the experience is invaluable.

Building a solid work and volunteer history by now. If not, you need to consider obtaining a part-time, industry-related job.

Begin crafting your resume for your upcoming Internship. Remember your resume is a living document and you should be adding to it during your second year.

Continue attending industry-related events and networking to build your contacts in your industry.

Visit Career Services to learn about internship opportunities and assistance on beginning your job search.

Talk to your Academic Advisor about your schedule for your final year. Begin thinking about what quarter you'd like to do your internship. Are you going to do one out-of-state? If so, what are the requirements for you? (housing, finances, employer deadlines—think about it!).

Are you ready to take on more responsibility? Do an internship for no credit.

## YEAR THREE: Quarters 9-12

Your resume should be up-to-date with your new skills and experiences.

Become a leader at the college! Run for office in a student organization you belong too! That looks great on a resume.

Interview and complete your internship.

Update your resume further with your internship experience and develop a well-crafted cover letter and branded marketing materials.

Collect Letters of Recommendation from professors and work professionals.

Research companies and job positions you are interested in after college and conduct information interviews.

Stay in contact with Career Services to learn about the next step in your job search.