



Chris P. Student Senior Checklist

√ **Education**

Saint Michael's College, Colchester, Vermont; May 2010
Bachelor of Arts/Science in Being Prepared for Life After College

√ **Specific Accomplishments**

CHECKED OUT the Web site at: www.smcvt.edu/career
DIDN'T PROCRASTINATE on post-graduation plans
REGULARLY CHECKED SMC e-mail for Career Development updates and job postings
MET WITH a career counselor
DEVELOPED career objectives
COMPLETED FOCUS V-2 – a computerized career guidance program
CHECKED OUT THE Career Development CAREER LIBRARY to help me in my job search
ATTENDED
Career Workshops – starting with the resumé workshop
Graduate School Fair, September 27, 2010
Career Symposium, October 15-16, 2010
Service and Non-Profit Fair, November 2010
Career Fair, March 2011
Green Career Fair, April 2011

√ **Job Search Skills**

SET UP A REFERENCE FILE for my letters of recommendation
GAINED INTERVIEWING SKILLS for internships, jobs, and graduate school
CREATED a resumé
DEVELOPED cover letter writing skills
APPLIED to graduate school
CHECKED OUT NACElink and other job search Web sites
INTERVIEWED with on-campus recruiters
LEARNED NETWORKING SKILLS and began the networking process
ATTENDED career-related events
ASKED FOR HELP – that's what the Career Development Office is for!

√ **Interests**

Getting excited about my job or graduate school search, learning skills to succeed in this process, and meeting with my career counselor

√ **References**

Requested 3-5 letters from professors, advisors, employers, or coaches

√ **Support**

The Career Development Staff invites you to make an appointment with one of us early in your senior year to get a jump start on your post-graduation plans. The job search or graduate school application process takes time, persistence, and hard work. We are here to help.

√ **Contact info**

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