

Senior Year Job Search Checklist

September or January (1st semester of Senior Year)

- Prepare a rough draft of a resume.
- Schedule an appointment with Career Services to have the resume reviewed, to discuss your job search plans, and to familiarize yourself with the office resources.
- Purchase professional business attire for interviewing and professional networking events.
- Begin researching company/employer websites to identify potential employers.
- Become active in professional organizations and campus or community volunteer projects.
- Prepare a file folder and calendar to maintain a record of your job search progress.

October or February

- Identify potential professional references and request written letters of recommendation.
- Generate a general cover letter targeting your career interest.

November or March

- Ask professors and advisors about professional contacts or employment prospects.
- Conduct informational interviews with employers to gain insight into career field.
- Contact alumni to ask about their experiences and obtain job search suggestions.
- Research application, interviewing and follow-up etiquette for your field of interest.
- Participate in job fairs both on/off campus; these are great networking opportunities.

Winter or Spring Break

- Begin responding to job advertisements posted in newspapers and professional publications.
- Send out targeted mailings to employers that you have a specific interest working for.

January or September (2nd semester of Senior Year)

- Update resume with previous semester information.
- Post your resume in the SRU Resume Database for referral to potential employers.
- Refine your career search area; still undecided, contact Career Services for assistance.
- Register and post your resume on-line with College Central, MonsterTrak, and NACE Link.

February or October

- Continue to research, network, apply and interview for positions.
- Participate in Career Services On-Campus Interviewing during your final semester.
- Review career related publications for trends, company expansions and interviewing topics.
- Discuss plans and experiences with other students in your department.
- Schedule a mock interview in Career Services (video taping available).

Spring or Winter Break

- Follow up with contacts, resume mailings and interviews.
 - Touch base with Career Services to keep us abreast of your job search progress.
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