

# THIRD YEAR CHECKLIST

### CONNECT WITH YOUR CAREER COUNSELOR TO...

- Update and edit your resume, *Handshake* profile, and *LinkedIn* profile
- Review resumes and cover letters for job applications
- Learn search strategies for part-time jobs, internships, volunteering opportunities, research opportunities, or co-ops
- Brainstorm full-time job ideas and a job search plan for senior year
- Discuss early planning for graduate school applications
- Access Widener Alumni Network to schedule informational interviews to support your goals
- Participate in Mock Madness to sharpen your interview skills
- Find career programming specific to your major such as *Co-op*, *Widener Works*, or *Seekers*

### ON YOUR OWN...

Check out these online resources:

- Update your *Inside Track Map*
- For overall career resources: *MyWidener*
- For job searching: *LinkedIn*, *Quad Jobs*, and *Handshake*
- For interview practice: *Big Interview*

Professional Development:

- Take on a leadership role in a campus organization that aligns with your professional goals
- Gain experience through co-ops, research opportunities, service-learning, or volunteering
- Grow your network through attending on-campus events and connecting with alumni, professors, university staff (e.g., career counselor), other students, and colleagues on *LinkedIn*
- Start researching graduate schools and entrance requirements if this is in your future
- Practice your elevator pitch on everyone



# 24/7 TECH TOOLS

## START CONNECTING – Job and Internship Search Resources

### Handshake

Students can connect with employers, apply for jobs and internships, and register for university and external professional development events.

### QUADJOBS

Looking for a flexible part-time job opportunity while you're in school? Quadjobs connects students with opportunities communities surrounding campus – and beyond.

### LinkedIn

Manage your professional identity. Build and engage your professional network. Access knowledge insights and opportunities.

## DESIGN YOUR CAREER – Career Exploration Resources

### Focus<sup>2</sup>

Identify your interest themes to uncover potential career paths with this free tool available to all Widener students. Scroll down to access assessment.



WHAT CAN I DO  
WITH THIS MAJOR?

Explore the many career paths within different majors in addition to employers, professional associations, specialized jobs, and graduate programs.

## DEVELOP PROFESSIONAL SKILLS – Professional Branding, Salary Negotiation & Interviewing, and Networking

### Jobscan

Jobscan gives job seekers an instant analysis of how well their resume is tailored for a particular job and how it can be even better optimized for an ATS.

### biginterview

Whether this is your shot to work at your dream company, attend your favorite graduate program, or if you are tired of going on dozens of interviews but never getting job offers, you can use Big Interview to help you prepare and practice industry specific interview strategies and techniques.

### PayScale

Largest on demand salary database to help job seekers understand their earning potential.