

Junior

Career Development Checklist



Make decisions/plot directions – Exposure

Experiment with possible career options. This can be accomplished through internships, summer jobs, and volunteer experiences.

- Review the Freshman and Sophomore Checklists and follow-up on items as needed.
- Polish your résumé, cover letter, and interviewing skills. (Optimal Resume)
- Review and update your LinkedIn profile.
- Attend the annual LinkedIn Seminar.
- Begin networking on LinkedIn with OBU alumni and employers that interest you.
- Update your OBU Career Portal profile.
- Narrow your career interests.
- Attend professional meetings and conferences.
- Check on your progress for meeting Chapel requirements for graduation.
- Seek an internship, part-time, or summer position to gain experience in your field of study.
- If you are interested in attending graduate school, get information on graduate programs and entry requirements. Prepare for and take the required entrance exam for graduate school.
- Continue building your network of faculty and professional contacts.
- Hold a leadership position in a campus organization and serve on committees.
- Review your progress in learning the skills employers look for in new hires. Find out how you can demonstrate these skills to potential employers.
- Research potential employers online and talk to recent graduates in your major about the job market and potential employers.
- Attend on-campus and virtual career and job fairs and employer information sessions that relate to your interests.
- Review and clean up any social media information about you that a potential employer may see.
- Start your professional wardrobe. Attending a JC Penney SuitUp Event will help you accomplish this.