



Center for Career Design & Development
"To-do List"
Second-Year Students



IDENTIFY & EXPLORE

GOAL: TO IDENTIFY AND ACTIVELY PARTICIPATE IN CAREER OPPORTUNITIES, INTERNSHIPS AND EXPERIENTIAL PROGRAMS

- CHECK IN WITH THE CENTER FOR CAREER DESIGN & DEVELOPMENT TO HELP YOU MONITOR THE CONNECTION BETWEEN YOUR INTERESTS, CHOICE OF MAJOR & SELECTION OF CAREER; UPDATE YOUR RESUME AND ONLINE PROFILES
- EXPLORE INDUSTRIES, COMPANIES AND CAREER OPTIONS BY DOING RESEARCH VIA HANDSHAKE, LINKEDIN AND OTHER RESOURCES; MAKE A TARGET LIST OF EMPLOYERS FOR INTERNSHIPS
- TALK WITH PROFESSORS AND ADVISORS ABOUT REQUIRED COURSE WORK AND INTERNSHIP REQUIREMENTS
- WORK TOWARDS A LEADERSHIP ROLE BY CONSIDERING APPLYING TO BE A PEER MENTOR, RESIDENT ASSISTANT, ORIENTATION LEADER OR OTHER ON-CAMPUS LEADERSHIP POSITION
- BUILD RELATIONSHIPS WITH PROFESSIONALS IN YOUR CAREER FIELD OF INTEREST, INCLUDING PROFESSORS, ALUMNI, AND EMPLOYERS. UTILIZE LINKEDIN TO ESTABLISH CONNECTIONS (EX: HOFSTRA ALUMNI TOOL)
- EXPLORE THE CENTER FOR CAREER DESIGN & DEVELOPMENT RESOURCES ABOUT INTERVIEW SKILLS, COVER LETTERS AND NETWORKING, ATTEND ALL APPLICABLE CAREER FAIRS, EMPLOYER EVENTS AND WORKSHOPS
- PARTICIPATE IN EXPERIENTIAL LEARNING OPPORTUNITY. EXAMPLES INCLUDES: INTERNSHIP, PART-TIME WORK, SHADOWING, INFORMATIONAL INTERVIEW OR VOLUNTEER IN AN AREA OF INTEREST. VOLUNTERMATCH.ORG AND IDEALIST.ORG ARE GREAT RESOURCES TO EXPLORE DIFFERENT INTEREST AREAS
- UTILIZE SOCIAL MEDIA (E.G., TWITTER AND LINKEDIN) TO STAY UP TO DATE ON CURRENT EVENTS AND NEWS WITHIN YOUR POSSIBLE CAREER FIELDS. FOLLOW COMPANIES OF INTEREST



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