



*Center for Career Design & Development*

# *"To-do List" Third-Year Students*



## **REFINE & EXPERIENCE**

GOAL: TO DEVELOP & IMPLEMENT THE STRATEGIES NECESSARY TO CONDUCT AN EFFECTIVE INTERNSHIP OR JOB SEARCH

- SCHEDULE AN APPOINTMENT WITH A CAREER ADVISOR TO PLAN AND DISCUSS CAREER DEVELOPMENT ACTIVITIES FOR THE YEAR AHEAD**
- CONTINUE TO EXPLORE CAREERS THROUGH INFORMATIONAL INTERVIEWING, JOB SHADOWING, AND NETWORKING**
- UPDATE AND REFINE YOUR RESUME AND ONLINE PROFILES TO REFLECT ANY NEW EXPERIENCES/PROJECTS/COURSEWORK**
- MONITOR YOUR ACADEMIC PROGRESS AND MAKE SURE YOU ARE ON TRACK TO GRADUATE**
- EXPLORE POSSIBLE GRADUATE PROGRAMS IN YOUR FIELD OF INTEREST. RESEARCH PRE-REQUISITE COURSE REQUIREMENTS AND WHICH TESTS ARE REQUIRED FOR ENTRY INTO YOUR PROGRAM (E.G. GRE, GMAT, ETC.)**
- FURTHER PARTICIPATE IN EXPERIENTIAL LEARNING OPPORTUNITIES**
- ATTEND ALL APPLICABLE CAREER FAIRS, EMPLOYER EVENTS AND WORKSHOPS. REVIEW HANDSHAKE TO CREATE TARGETED LIST OF EMPLOYERS AND CONDUCT EMPLOYER RESEARCH BEFORE ATTENDING EVENTS**
- CHOOSE ELECTIVE COURSES, IF APPLICABLE, THAT WILL HELP YOU DEVELOP CAREER READINESS SKILLS (COMPUTER, PUBLIC SPEAKING, LANGUAGE, ETC.)**



**HOFSTRA UNIVERSITY**

CENTER FOR CAREER DESIGN & DEVELOPMENT

516-463-6060

CAREERDESIGN@HOFSTRA.EDU

WELLER HALL 110