THE CAREER RESOURCE CENTER
Junior Checklist

Goal: Gain Relevant experience and explore career options relevant to your major

August
- Participate in Welcome Week activities
- “Like” the SUNY New Paltz Career Resource Center Facebook and follow us on Instagram
- Explore HawkHire and update your profile at newpaltz-csm.symplicity.com
- Continue researching potential career fields to pursue. Explore required skills and qualifications and make plans to obtain them
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers

September
- Go to the Student Activities & Involvement Fair – strive to be an active member in clubs related to your major – obtain a leadership role if possible
- Attend the 9th Annual Volunteer Fair 9/13 MPR to find ways to engage in the New Paltz community
- Apply for Fall Saturday’s of Service
- Fine tune your resume, cover letter and interviewing skills as you continue to expand your skills and experiences
- Attend the Study Abroad Fair

October
- Meet with a career counselor to discuss your plan for Summer 2018
- Have your resume and cover letter reviewed for summer internship applications
- Attend the Fall Networking Fair for Jobs & Internships 10/18 11:00-3:00 SU MPR
- Participate in Make a Difference Day
- Further develop long and short term career goals

November
- Attend the Graduate and Professional School Day on 11/14 SU MPR to research graduate and professional school options
- During Break, meet with someone who works in a career field you wish to pursue and conduct an informational interview
- Create a LinkedIn profile
- Apply for Spring Saturday’s of Service
- Attend Teaching English Abroad 11/15, 11am-1pm

December
- Start searching for summer jobs and internships using HawkHire and CareerShift
- Apply for Alternative Spring Break
- Over winter break, begin to clean up your online image – remove posts from your social media accounts that you don’t want employers to see