THE CAREER RESOURCE CENTER
Junior Checklist

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 in HUM 214. 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, 12-2 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

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January
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers
- If you are planning to attend graduate school begin researching colleges and universities that offer programs of interest

February
- 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 Camp Day to explore summer employment
- Secure an internships using by searching on HawkHire and CareerShift

March
- Participate in Resumania at the Career Center to prepare your resume for the fair
- Attend and have your LinkedIn photo taken at the Spring Networking Fair for Jobs & Internships
- Schedule a mock interview at the Career Center
- Interested in conducting research this summer? Apply for the SUNY New Paltz Summer Undergraduate Research Experience (SURE) and Academic Year Undergraduate Research Experience (AYURE)
- Vote for Hugo the Hawk in Mascot Madness
- Apply for ‘18-’19 academic scholarships
- Participate in the Etiquette Dinner
- Attend the Women’s Leadership Summit on campus

April
- Run for a leadership position in a club or student organization
- Have a summer internship? Apply for the CAS Internship Stipend at the Career Center
- Attend the Career Center’s Public Service Week’s workshops, panels and events
- Participate in New Paltz Clean Sweep
- Develop a contingency plan in case immediate career plans are not realized
- Join a professional association related your major or career goals

May
- Pick up the Senior Checklist before you leave campus for the summer
- Update your Co-Curricular Transcript to include all new experiences
- Applying to graduate school? Over the summer study for required standardized exams and register to take them in the fall