The Career Resource Center
Senior 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
- Identify 2-3 career fields to pursue
- 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
- Final polish to your resume and LinkedIn
- Attend the Study Abroad Fair
- Identify faculty and staff who will be references for you; ask for letters of support

October
- Meet with a career counselor to discuss your plan for after graduation
- Have your resume and cover letter reviewed for full-time job applications
- Attend the Fall Networking Fair for Jobs & Internships 10/18 11:00-3:00 SU MPR
- Participate in Make a Difference Day

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
- Have your personal statement for graduate school applications reviewed at the Career Center
- Apply for Spring Saturday’s of Service
- Attend Teaching English Abroad 11/15 11-1

December
- Start searching for jobs using HawkHire and CareerShift
- Apply for Suit Yourself Stipend to purchase professional attire for job interviews
- Apply for Alternative Spring Break
- Over break begin to clean up your online image
- Secure an internship for the spring semester

January
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30. See the calendar at newpaltz.edu/careers
- Meet with a Career Counselor to research job trends and salary
- Implement a job search plan

February
- Continue to actively job search using HawkHire and CareerShift
- Complete the graduate school application process
- Attend Camp Day to learn about fill-time and summer positions
- Use LinkedIn to identify and network with SUNY New Paltz Alumni

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
- Vote for Hugo the Hawk in Mascot Madness
- Participate in the Etiquette Dinner
- Attend the Women's Leadership Summit on campus

April
- Attend the Career Center’s Public Service Week’s workshops, panels and events
- Participate in New Paltz Clean Sweep
- Attend a professional conference associated with your industry/career
- Complete at least one mock interview before you graduate

May
- Develop a contingency plan in case immediate career plans are not realized
- Update your Co-Curricular Transcript to include all new experiences
- Continue the job search process
- Update your contact information with the Office of Alumni Relations