**The Career Resource Center**

**Sophomore Checklist**

**Goal:** To connect your skills, interests, and values in order to choose a major.

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**August**
- Participate in Welcome Week activities
- “Like” the SUNY New Paltz Career Resource Center Facebook and follow us on Instagram
- Explore HawkHire and complete your profile at newpaltz-csm.symplicity.com
- Visit the Center for Student Success to learn more about on-campus tutoring services
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30 in. See the calendar at newpaltz.edu/careers

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**September**
- Go to the Student Activities & Involvement Fair – join a club related to your major
- Attend the 9th Annual Volunteer Fair 9/13 MPR to find ways to engage in the New Paltz community beyond campus
- Apply for Fall Saturday’s of Service
- Update your resume to add your summer experience and learn how to write a cover letter
- Attend the Study Abroad Fair
- Decided on a major? – Access resources to research possible careers

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**October**
- Attend a Sophomore Shadow Program information session and apply before 10/21
- Meet with a career counselor to discuss your plan for Summer 2018
- Attend the Fall Networking Fair for Jobs & Internships 10/18 11:00-3:00 SU MPR
- Participate in Make a Difference Day
- Start developing long and short term goals

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**November**
- Attend the Graduate and Professional School Day on 11/14 SU MPR to start considering graduate school and work on building relationships with faculty members for reference letters
- During Break, meet with someone who works in a career field you wish to pursue and conduct an informational interview
- Apply for Spring Saturday’s of Service
- Attend Teaching English Abroad 11/15, 11am-1pm

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**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 in. See the calendar at newpaltz.edu/careers.
- Select extra-curricular activities and ask student leaders how to become involved. These will be important for your resume.
- If you have not yet selected a major or career area, let a Career Specialist help you assess your interests, values and strengths by taking a career inventory such as the MBTI or Strong Interest Inventory

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**February**
- Go to the Student Activities & Involvement Fair – join a club related to your major
- Use CareerShift to continue searching for summer jobs and internships
- Have your resume reviewed by a Career Specialist
- Attend Camp Day to explore summer employment
- Start searching for summer jobs and internships using HawkHire and CareerShift

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**March**
- Participate in Resumania at the Career Center to prepare your resume for the fair
- 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 – consider attending the panel for the school you want to declare your major within

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**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

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**May**
- Pick up the Junior Checklist before you leave campus for the summer
- Update your Co-Curricular Transcript to include all of your experiences from your second year