THE CAREER RESOURCE CENTER
Transfer Student Checklist

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 Hum 214. See the calendar at newpaltz.edu/careers
- Research potential career fields to pursue. Explore required skills and qualifications and make plans to obtain them

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
- Start developing a college level resume for summer jobs and internships
- Learn how to write a cover letter
- Attend the Study Abroad Fair

October
- 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/short term career goals

November
- Attend the Graduate and Professional School Day on 11/14, 12-2, SU MPR and build relationships with faculty members for references
- Create or updated your LinkedIn profile
- 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

December
- Start searching for summer jobs and internships using HawkHire and CareerShift
- Have your resume and cover letter reviewed for summer internship applications
- Apply for Alternative Spring Break
- Clean up your online image – remove posts from your social media accounts that you don’t want employers to see

January
- Attend the Wednesday Workshop Series, weekly from 12:30-1:30. 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 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
- 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 – join a club related to your major
- Use CareerShift and HawkHire to continue searching for summer jobs and internships
- Start working on your interview skills by scheduling a mock interview at the Career Center
- Attend Camp Day to explore summer employment

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
- 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
- Attend the Women’s Leadership Summit on campus – consider attending the panel for your major

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

May
- Update your Co-Curricular Transcript to include all of your experiences from your first year at New Paltz
- Applying to graduate school? Over the summer study for required standardized exams and register to take them in the fall