

Career and Internship Preparation Checklist



One of the best ways to keep organized is by creating a list of tasks that all contribute to an end goal. With this career and internship preparation checklist, we have created a list of activities that will help you reach your professional goals and prepare you for career success at any stage of your academic career.

Freshman/Sophomore

GOAL: Choose a major and identify potential career interest areas

- Visit the Career and Professional Development Services (CPDS) website to learn about workshops, events, services and resources available to students
- Complete student profile in Handshake at asu.joinhandshake.com
- Schedule an appointment with a career advisor to identify possible majors and careers that complement your strengths and interests

GOAL: Begin to think of yourself as a future professional

- Create a resume and cover letter
- Create a LinkedIn profile and start building connections
- Begin building an e-portfolio
- Conduct informational interviews with those who are working in your field of interest (e.g. faculty members, academic advisors, alumni, business leaders and community members)

GOAL: Build skills and experiences that will help you get career ready

- Become familiar with all eight career competencies located on the back of this and start identifying ways you can build upon your skills
- Join and participate in extra-curricular activities, such as a student club or professional organizations/associations related to your career interest area
- Start searching for and applying to part-time employment and internship opportunities

Junior

GOAL: Fine-tune your resume and apply for internships, jobs or grad school

- Get your resume and cover letter reviewed by CPDS staff
- Identify and apply for internships and job opportunities in Handshake and other job platforms
- Practice your interview skills using Interview Stream
- If you are considering graduate school, meet to discuss grad school applications, personal statements and test prep options

GOAL: Continue growing your professional network and connect with potential employers

- Update your LinkedIn profile and continue to reach out to new connections
- Attend one – two employer hosted events or career days in your Career Interest Community
- Reach out to a mentor in Handshake or the ASU Mentor Network for an informational interview

GOAL: Continue enhancing your career competencies

- Actively participate in a leadership role in extra-curricular activities, such as a student club or professional organizations and associations related to your career interest area
- Attend three – four career workshops or webinars a semester, including the career and internship fair

Senior

GOAL: Update your job or graduate school application materials

- Get your resume and cover letter reviewed by CPDS staff and add new experiences and skills you have gained
- Ask professors, previous employers, or internship supervisors for letters of recommendation or to use as a reference
- Update your LinkedIn profile and make sure your social media accounts are professional and appropriate for anyone who may be looking

GOAL: Secure employment, graduate school admission, or impact service opportunity

- Meet with a career advisor to make sure you are on the right track
- Continue practicing your interviewing and networking skills by attending a Maroon & Gold Mixer or conducting a practice interview
- Search Handshake and other platforms for opportunities that interest you, and tailor your application materials to the jobs you are applying for

GOAL: Transition into the work force with confidence

- Ensure you have a handful of professional outfits to wear in your new job. For tips, see the Dress for Success handout
- Keep in contact with mentors, your professional network and contacts you have used as references
- Start attending workshops and webinars with Alumni Career Services, geared towards graduating seniors and alumni

Graduate Student

GOAL: Explore career resources

- Contact Career and Professional Development Services to learn about workshops, events, services and resources available to graduate students
- Complete student profile in Handshake and attend two - four career events
- Create an account on Versatile PhD and explore non-academic career options (if applicable)

GOAL: Grow your professional network

- Create or update your LinkedIn profile
- Join a student organization or participate in local networking events
- Get to know your professors and fellow students

GOAL: Prepare to apply for career positions

- Watch online resources covering a wealth of career ready information at: bit.ly/cpdsyoutube. Review your resume or CV and seek feedback from faculty and Career and Professional Development Services professionals
- Connect with professors or previous supervisors to ask for letters of recommendation or to use as references

NACE Career Competencies Icons

These icons represent the eight career competencies that students should have experience with in order to be career ready at graduation. Look for these symbols next to the interview questions on this handout that highlight these career competencies.



Career Management



Leadership



Global/Intercultural Fluency



Digital Technology



Critical Thinking/ Problem Solving



Oral/Written Communication



Professionalism/ Work Ethic



Teamwork/ Collaboration