

**Career Hub Services****Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday- Thursday: 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June &amp; July)

(707) 527-4329



## CAREER PLANNING CHECKLIST

- COVER LETTER.** Proofread your cover letter to ensure that it is grammatically correct and factually up to date.
- RÉSUMÉ.** Is your résumé current? Does it contain your latest educational achievements, internships, jobs, and other information? If not, update it. Have you created different types of résumés (chronological, functional, combination, targeted) to use for different types of employers?
- NETWORKING.** Update your networking contact list. Take the time to think about people you could add to your list to increase your chances of landing a job. Reach out to people on your list to learn more about career paths and potential job opportunities.
- SOCIAL NETWORKING SITES.** Is the information about you at these sites appropriate for potential employers to view? If not, update/revise it to improve your profile. Are you using social network sites such as LinkedIn effectively to increase you professional profile and reach out to potential employers or sources of information about your industry?
- PROFESSIONAL ASSOCIATIONS.** Join professional associations and other organization to learn more about your field, meet others with the same interests, and increase you networking opportunities.
- INTERVIEW CLOTHING.** Are your interview outfits professional and in good condition? Proper interview clothing is important for making a great first impression.
- PERSONAL APPEARANCE.** Are you well-groomed when you interview? Tattoos, distracting jewelry, body piercings, heavy makeup, odors, and unkempt hair all effect hiring manager's decisions in most industries.
- INTERVIEW SKILLS.** Practice rehearsing answers to common interview questions and behavioral interview questions. Consider specific examples that convey you can do the job.
- THANK YOU CARDS.** Have cards on the ready so that you can send a hand-written thank you to employers after your interview.