

# Career Checklist

This checklist is a way to track your progress toward finding employment. For each topic, consider what you need to do and what your next steps are going to be to get there. For information on how to complete each step, see Clark College Career Services, GHL 108.

## CAREER GOALS:

Short Term	
Long Term	

TOPIC	DETAILS	PROGRESS <i>(What do you need to do? What are the next steps?)</i>
<b>Reference List</b>	→ Decide on 3-5 references	
	→ Ask references for permission to include on reference list	
	→ Conduct informational interviews	
	→ Create reference list document	
<b>Professional Online Presence</b>	→ Create LinkedIn profile	
	→ Update LinkedIn profile to include education, experience, and skills	
	→ Make sure Facebook is appropriate	
<b>Networking</b>	→ Use social media and attend events to network	

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[www.clark.edu/cc/careerservices](http://www.clark.edu/cc/careerservices)  
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## Career Checklist

<b>Overview of Skills</b>	→ Create a master resume; list all skills and experiences
<b>Resume</b>	→ Create/ update job specific resume
	→ Have resume critiqued in Career Services
<b>Cover Letter</b>	→ Create basic cover letter
<b>Job Search</b>	→ Conduct a job search and determine places you may want to work
	→ Find job descriptions that match the type of job you are looking for
<b>Apply to Jobs</b>	→ Complete applications
	→ Tailor resume and cover letter to fit specific jobs
<b>Interview Skills</b>	→ Write out answers to potential questions
	→ Attend mock interview in Career Services
	→ Practice

### Optional:

*Attend a Student Success Workshop related to career, a job fair, or another event*

### Notes:

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