

CAREER PLANNING CHECKLIST

EXPLORE

- Investigate your interests and explore your career options
- Create and update your Handshake account
- Have your resume and cover letter critiqued by a peer advisor in CAS 181
- Sign up for a mock interview through Handshake (msu.joinhandshake.com)
- Attend a career exposure event

CONNECT

- Search for jobs on Handshake, including internships, part-time and full-time positions
- Follow job lead accounts on Facebook and Twitter
 - (facebook.com/CAScareers181 and twitter.com/CAScareers181)
- Create a LinkedIn account and connect with groups and professionals in your field
 - (Spartan LINKS, College of Communication Arts & Sciences, MSU Alumni Association)
- Conduct an informational interview and network with professionals in your desired field

PREPARE

- Compile a 30-second commercial or pitch to introduce yourself
- Answer these interview questions:
 - Why are you interested in this company?
 - What are your strengths and weaknesses?
 - Tell me about a time you worked effectively in a team.
 - Tell me about a time you solved a problem.
 - Why should this company hire you?
- Attend a career development or job-search seminar/workshop
- Attend a career fair and/or serve as an ambassador (search on Handshake)
- Participate in professional events through ComArtSci Career Center

GAIN EXPERIENCE

- Be active in group projects
- Join and participate in student professional organizations (studentlife.msu.edu)
- Participate in a job shadow
- Volunteer or participate in service learning (servicelearning.msu.edu)
- Consider participating in a study abroad or alternative spring break program
- Secure an internship, research assistantship, or other position related to your field