



## Master's Students Checklist for Job Seekers: Summer

**Items to Consider:**

- Do you have a timeline from now until the summer after graduation that outlines your job application deadlines and goals?
- Have you visited the Career Center?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Are you doing an internship, volunteer work, and/or job to develop and hone your skills?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Do you have a draft of a resume and are you updating it regularly?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been conducting informational interviews?
- Have you been networking through social and professional events (undergraduate alma maters, conferences, industry events, professional associations, etc.) to increase your list of contacts?
- Have you been building your list of contacts at companies or organizations you are interested in?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Have you practiced your interviewing skills?
- Have you prepared drafts of resumes, cover letters, and other relevant application materials?
- Have you shared these materials with trusted mentors, peers, or a Career Center coach for feedback?

**What else do you want to accomplish during your summer?**

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