

# 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](https://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](https://facebook.com/CAScareers181) and [twitter.com/CAScareers181](https://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](https://studentlife.msu.edu))
  - ☐ Participate in a job shadow
  - ☐ Volunteer or participate in service learning ([servicelearning.msu.edu](https://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
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