



# Career Checklist

## Year One: Invest in Your Journey

Know Yourself + Explore Possibilities = Make a Career Plan

- Make an appointment with the Career Center to discuss your career goals and opportunities.
- Explore the Career Center website and our online resources library.
- Connect with the LCCC Career Center on Facebook and Twitter.
- Explore your values, skills, interests, and personality related to majors and careers.
  - Self- assessments such as Kuder Journey
  - Career exploration resources such as O\*Net Online and Occupational Outlook Handbook
- Create a profile in College Central Network (CCN) and look for part-time, full-time, and internship opportunities that interest you.
- Attend at least two career related events on campus such as career fairs, career events, or workshop series. To learn more about our events go to <http://www.lccc.wy.edu/services/careercenter/>.
- Use the Resume 101 resource on our website and College Central Network (CCN) to create a master resume. Have your resume critiqued by Career Center Staff.
- Make yourself more marketable by applying for jobs, internships, or volunteer opportunities in CCN.
- Create a customized resume and cover letter for each specific job opportunity.
- Attend LCCC campus events and/or schedule individual meetings with LCCC faculty and staff.
- Get involved in leadership opportunities on campus.
- Conduct at least one career-related informational interview. To learn more about how to conduct informational interviews go to <http://www.lccc.wy.edu/services/careercenter/>.
- Complete a job shadow, internship, or externship opportunity and reflect on the experience.

## Year Two: Devote the Time to Plan

Initiate Your Career Plan + Develop Skills = Increased Opportunities

- Make an appointment with the Career Center to discuss your career goals and opportunities.
- If you are using a resume template, update and revise your master resume using the document resources on the Career Center website <http://www.lccc.wy.edu/services/careercenter/>.
- Continue to explore career fields that align with your values, interests, skills, and personality.
- Continue to use CCN to apply for jobs, internships, and volunteer opportunities.
- Gain interviewing skills by reviewing the interviewing section on the Career Center website and completing at least one mock interview using Interview Stream or through a scheduled mock interview appointment with Career Center Staff.
- Review the Social Media Professional Branding resources on the Career Center's website for more information about how to build a professional online presence.
- Create a professional LinkedIn profile and make connections with people in your career field of interest.
- Attend at least two career related events on campus such as career fairs, career events, or workshop series. To learn more about our events go to <http://www.lccc.wy.edu/services/careercenter/>
- Apply for full-time positions on CCN using a customized cover letter and resume. Have your resume critiqued by Career Center Staff.
- If you are pursuing a four-year degree, review our internship resources online and apply for a summer internship in CCN using a customized cover letter and resume. Have your resume critiqued by Career Center Staff.
- Inform LCCC's Career Center of what you are doing after graduation.