

Know Your Target employers of interest .

- x Be aware of entry-level job titles and salary information.
- x Research employers hiring in your career field - read local newspapers and business journals
- x Meet with a career specialist to discuss options and identify resources.
- x Meet with a Reference Librarian to conduct industry and employer re search.

Goal: I will name 1-2 careers and 2 potential employer organizations of interest by [date] .

Resume and Cover Letter

Activity: Create a professional resume and cover letter.

- x Attend a resume and letter -writing seminar.
- x Stop by during Pop -in hours for a quick critique of your resume or letter.
- x Schedule an appointment to meet with a Career Counselor for a final review.

Goal: I will complete or update by [date].

Interviewing

Activity: Learn and practice interviewing skills.

- x Attend an Effective Interviewing seminar.
- x Schedule a mock interview to role-

Network

