



Fourth-Year Career Guide: *From Polished to Professional*

Follow this guide to help you make the most of your final year, refine your skills, polish your presence, and plan for after graduation! 🚀



Reflect & Revisit

****NACE Career Competencies:** Career & Self-Development, Critical Thinking

- ☐ Review your First, Second, and Third-year Career Guides and reflect on what's been helpful to you.
- ☐ Continue with any items you missed.



Polish Your Professional Documents

****NACE Career Competencies:** Career & Self-Development, Communication, Professionalism, Technology**

- ☐ Finalize your resume/cover letter. Tailor them to your field & the roles you plan to apply to 📌
- ☐ Schedule a resume/cover letter review with a Career Counselor via [Handshake](#) 📁
- ☐ Check out [CDAE Resume Resources](#) on our website



Leverage Career Tools

****NACE Career Competencies:** Career & Self-Development, Professionalism, Communication, Technology**

- ☐ Apply for [jobs and internships](#) via [Handshake](#)
- ☐ Register for [Career Center events](#) 📅
 - ☐ Attend the [Career & Internship Fair](#) and Prep Events/Workshop(s)
- ☐ [Schedule appointments with Career Counselors via Handshake](#)
- ☐ Watch videos on the CDAE YouTube channel and follow CDAE on social 📺
<https://www.youtube.com/user/cicareerdevelopment>





Optimize Your [LinkedIn](#) Profile

****NACE Career Competencies:** Career & Self-Development, Technology, Communication, Professionalism, Equity & Inclusion, Teamwork**

- ☐ Build a strong online presence 💻
- ☐ Grow your network and search for jobs 👥
- ☐ [Follow CDAE Alumni & Friends](#)



****Tap into Your Network****

****NACE Career Competencies:** Communication, Professionalism, Career & Self-Development, Critical Thinking**

- ☐ Meet with your faculty advisors and ask about professional organizations in your field 
- ☐ Build relationships with professors and supervisors
- ☐ They can be references for future job applications 


****Explore with Informational Interviews****

****NACE Career Competencies:** Communication, Career & Self-Development, Equity & Inclusion, Professionalism, Equity & Inclusion**

- ☐ Conduct interviews with professionals and alumni
- ☐ Use LinkedIn Alumni Tool 
- ☐ Discover insights into your field 

****Prepare for the Job Market****

****NACE Career Competencies:** Career & Self-Development, Professionalism, Communication, Critical Thinking, Equity & Inclusion**

- ☐ Begin applying for jobs during your graduating semester
- ☐ Schedule [job search](#) strategy sessions via Handshake
- ☐ Review [Interview Resources on the CDAE website](#) and review the [Interview Handbook](#)
- ☐ [Schedule a Mock Interview Appointment with a Career Counselor via Handshake](#) 


****Applying to Grad School****

****NACE Career Competencies:** Career & Self-Development, Critical Thinking, Communication, Equity & Inclusion**

- ☐ [Review graduate school information on the Academic Advising website](#) for tips and tools on the application process
- ☐ Collect Letters of Recommendations from Faculty, Advisors, Mentors and Supervisors
- ☐ Prepare Application Materials (Resume, Personal Statements, etc.)
- ☐ [Meet with a Career Counselor to have your Resume Reviewed](#)
- ☐ Meet with the [Writing & Multiliteracy Center](#) to have your Personal Statement reviewed
- ☐ [Schedule an appointment with a Career Counselor to prepare for the graduate school interview](#)

****Don't Forget****

****NACE Career Competencies:** Career & Self-Development, Professionalism, Technology, Communication**

- ☐ Use career support post-graduation via Alumni & Friends
- ☐ Keep online profiles updated 
- ☐ Network actively and use all resources!