



Second-Year Career Guide: *Take the next steps in your career planning*

Here's how to continue developing your career path and career readiness in year 2. Just starting out?
That's ok too. Follow this checklist.

Reflect & Revisit

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

- Think about your first year—what career goals or tasks from last year's guide do you still want to complete?
- Career development is a lifelong journey—check in with yourself regularly!

Meet with Advisors & Counselors

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

- ☐ Schedule time with your Academic or Faculty Advisor to explore your major, course options, and career interests.
- ☐ Book an appointment with a Career Counselor via [Handshake](#) to dive deeper into major and career exploration.

Explore Jobs & Internships

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

- ☐ Use [Handshake](#) to apply for on-campus jobs and find community opportunities.
- ☐ Browse other part-time job boards listed on the [CDAE website](#).
- ☐ Begin exploring internships through [Handshake](#) and other CDAE resources.
- ☐ Meet with our Internship Analyst! Schedule an appointment on [Handshake](#).



Build Your Resume & Cover Letter

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

- ☐ Use CDAE's resume resources to start your professional documents.
- ☐ Include experiences like internships, jobs, clubs, class projects, and volunteering.



Strengthen Your Network

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

- ☐ Create and update your [LinkedIn](#) profile to reflect your interests and skills.
- ☐ Use [LinkedIn Alumni Tool](#) to find mentors including professors, alumni, and professionals.
- ☐ Conduct [informational interviews](#) using [LinkedIn's Alumni Tool](#) or your existing network.



Attend Career Events

****NACE Career Competencies: Career & Self-Development, Communication, Leadership, Teamwork**

- ☐ Participate in [Career Center events](#) like the Open House, Mentorship Nights, and the Career & Internship Fair.
- These are great opportunities to connect with employers and practice networking skills.



Think About Grad School?

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

- ☐ Interested in graduate programs? [Meet with a Career Counselor](#) for guidance on the grad school process and timeline.
- ☐ [Review graduate school information on the Academic Advising website.](#)
- ☐ [Review graduate school information on the career center website.](#)
- ☐ [Attend the graduate school professional fair.](#)
- ☐ Schedule an appointment with Graduate School Specialist/Advising Analyst [Sara Alcalá](#) via [Dolphin Navigate](#) (in your myCI portal).



Stay Connected

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

- Check your email and [Handshake](#) frequently for updates and new opportunities.
- Visit the Career Center in Bell Tower 1548 and follow us online to stay in the loop!

Career Development & Alumni Engagement (CDAE)

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