



# JUNIOR ACTION PLAN CHECKLIST

## Connecting to Career Crossings

- ❑ Update your profile on [Handshake](#) and make sure it is **100% complete**. Indicate your **Career Interests** in your profile. This helps to curate relevant opportunities for you. Read [Getting Ready with Handshake](#) with tips on getting started. Handshake is your go-to for finding internships, jobs, career events, resources, and more!
- ❑ Schedule a [one-on-one appointment with the CCO](#) to discuss your career-related questions, goals, and set your personalized career action plan.
- ❑ Follow Career Crossings on [Facebook](#) and [Instagram](#).

## Building Skills and Relationships

- ❑ Take the [PathwayU](#) assessment to learn more about your interests, values, personality, and workplace preferences and how they align with career paths. Research paths on the [O\\*Net](#).
- ❑ Explore pathways with “[What Can I Do With This Major?](#)” on the CCO website (under Exploring Careers).
- ❑ Update your resume and have it reviewed by the CCO. Learn how to write effective cover letters.
- ❑ Build and update your [LinkedIn](#) profile. Connect with [alumnae on LinkedIn](#) for networking and informational interviews. Join professional groups on LinkedIn and the [SMC Alums](#) LinkedIn group.
- ❑ Use [The Bridge](#) and [LinkedIn](#) to make connections with alums.
- ❑ Schedule a mock interview with the CCO to enhance your interviewing skills. Conduct mock interviews with alums and other professionals.
- ❑ Be intentional about your conversations with faculty, staff, advisors, CCO, family, friends, and alumnae. Let them know your interests and ask for guidance on career paths.

## Gaining Career-Related Experience

- ❑ Evaluate your skills and experiences to identify areas to develop. Create a personalized strategy to address these areas and identify your next steps (internships, summer jobs, volunteering, research, etc.).
- ❑ Participate in an internship the summer between your junior and senior years. You can also consider internships during the academic year of your junior and senior years. Internships are the key to gaining skills and experience that you can leverage for opportunities post-Saint Mary's.
- ❑ Use the [Job and Internship Search Strategies](#) resources to find internships and opportunities.
- ❑ Develop a [system to keep track](#) of where you have applied so you can follow up and stay organized.
- ❑ Take on leadership roles with clubs and organizations.
- ❑ Volunteer with organizations to gain experience.

## Considering Graduate/Professional School

- ❑ Consider if additional education is the right path for you after graduation. Check out [Handshake Resources](#) for grad school tips. Schedule an appointment with the CCO to discern your options further.
- ❑ Research programs, application deadlines, scholarships, and entrance exam requirements.
- ❑ Schedule to take the entrance exam (i.e., LSAT, GRE, MCAT, etc.) the summer between your junior and senior year. Most applications will open the fall of your senior year.

***Need assistance with your career action plan? Reach out to us!***



**Career Crossings Office** | Student Academic Services | Saint Mary's College  
114 Spes Unica | 574.284.4775 | [cco@saintmarys.edu](mailto:cco@saintmarys.edu) | Hours: M-F, 8:00 am - 5:00 pm  
Schedule an appointment using [Handshake](#)! We provide **LIFETIME** services!