

# SECOND YEAR CHECKLIST

### CONNECT WITH YOUR CAREER COUNSELOR TO...

- Explore majors/minors as needed
- Write your resume and cover letter
- Build your *LinkedIn* profile
- Develop your elevator pitch and try it out during Mock Madness
- Network by attending *career fairs* and events on campus
- Find career programming specific to your major such as *Co-op* or *Widener Works*
- Learn search strategies to help you land part-time jobs, internships, volunteering opportunities, research opportunities, or co-ops

### ON YOUR OWN...

Check out these online resources:

- Update your *Inside Track Map*
- For overall career resources: *MyWidener*
- For job searching: *LinkedIn*, *Quad Jobs*, and *Handshake*
- For interview practice: *Big Interview*

Professional Development:

- Develop and practice your elevator pitch
- Participate in extracurricular activities that build your resume
- Research companies in your field of interest
- Conduct informational interviews with alumni and other professionals to learn about your field of interest
- Continue volunteering
- Begin to look for faculty-lead research opportunities



# 24/7 TECH TOOLS

## START CONNECTING – Job and Internship Search Resources

### Handshake

Students can connect with employers, apply for jobs and internships, and register for university and external professional development events.

### QUADJOBS

Looking for a flexible part-time job opportunity while you're in school? Quadjobs connects students with opportunities communities surrounding campus – and beyond.

### LinkedIn

Manage your professional identity. Build and engage your professional network. Access knowledge insights and opportunities.

## DESIGN YOUR CAREER – Career Exploration Resources

### Focus<sup>2</sup>

Identify your interest themes to uncover potential career paths with this free tool available to all Widener students. Scroll down to access assessment.



WHAT CAN I DO  
WITH THIS MAJOR?

Explore the many career paths within different majors in addition to employers, professional associations, specialized jobs, and graduate programs.

## DEVELOP PROFESSIONAL SKILLS – Professional Branding, Salary Negotiation & Interviewing, and Networking

### Jobscan

Jobscan gives job seekers an instant analysis of how well their resume is tailored for a particular job and how it can be even better optimized for an ATS.

### biginterview

Whether this is your shot to work at your dream company, attend your favorite graduate program, or if you are tired of going on dozens of interviews but never getting job offers, you can use Big Interview to help you prepare and practice industry specific interview strategies and techniques.

### PayScale

Largest on demand salary database to help job seekers understand their earning potential.