

SENIOR YEAR CAREER DEVELOPMENT

In this book, you will find a checklist of tasks to complete before you launch your career. This checklist is designed to help you prepare for the next step in your career. It includes a variety of tasks, from researching careers to applying for jobs. You can use this checklist to track your progress and ensure you are ready to launch your career when the time comes.

Prepare to launch:

CHECKLIST

M Complete a self-assessment (e.g., [Myers-Briggs Type Indicator](#)) to identify your strengths and weaknesses.

B Research careers in your field of interest to identify potential opportunities.

D Identify the skills and experiences you need to be successful in your chosen career.

P Obtain a professional reference from a former supervisor or professor.

S Complete a resume and cover letter for your chosen career.

E Apply for jobs in your field of interest.

T Prepare for an interview by researching the company and practicing common interview questions.

E Complete a job offer letter and accept the offer.

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Q

Complete the [Career Readiness](#) self-assessment to identify your strengths and weaknesses.

READY FOR THE NEXT STEP?

See your Career Development Center (CDC)

Drop Stop 113

1000 University Ave. SE

651 523 2302

cdc@u.wisc.edu