

# 4

## FOURTH YEAR – LAKELAND COLLEGE CAREER DEVELOPMENT TRACK

Are you ready for the countdown to graduation? Check to see that you have completed the necessary tasks to be competitive for your professional career!

### 12 – 16 months before graduation...

- ❑ Register with Career Development and finish developing your portfolio.
- ❑ Create a profile in Career Connect at [www.lakeland.edu/student-services/careerdev/](http://www.lakeland.edu/student-services/careerdev/) and search for internships/full-time positions.
- ❑ Conduct additional informational interviews with professionals in your field of interest to help establish additional contacts and have an understanding of what to expect in the working world.
- ❑ Complete an Internship to gain practical experience to help you stand out from others during the job search process.
- ❑ Enroll in the Career Choices Strategies (LAK 201) class to assist you with your job search campaign and polish your skills.
- ❑ Ask advisors, mentors, and Career Development professionals to review your professional materials – cover letter, resume, references, and thank you notes – to have them ready for any employment opportunities!
- ❑ Meet with the Registrar's Office to avoid discrepancies with curriculum requirements and Convocation attendance credits.
- ❑ Attend an etiquette event to feel more confident in your future dining experiences with employers.
- ❑ Prepare for a graduate entrance exam, if necessary.
- ❑ Visit potential graduate schools and research specific programs.

### 9 – 12 months before graduation...

- ❑ Apply for graduation with the Registrar's Office.
- ❑ Begin to apply to graduate schools, if interested.
- ❑ Update your professional materials (cover letter, resume, etc.) and upload it on to Career Connect.
- ❑ Attend interview seminars and complete a mock interview.

Career Development – Brotz Hall  
(920) 565-1483 – [career@lakeland.edu](mailto:career@lakeland.edu)  
Office Hours: Monday – Friday  
8:00a.m. – 4:30p.m.

- ❑ Participate in student groups or volunteer in a community organization to gain additional skills.
- ❑ Attend Career Development programs, workshops, and events.

#### **6 – 9 months before graduation...**

- ❑ Clear any discrepancies regarding your graduation status with the Registrar's Office.
- ❑ Be active in your job search process, attend job fairs, and identify potential places of employment.
- ❑ Research your future profession and have a good understanding to prepare you for employment interviews.
- ❑ Complete remaining Convocation Requirements.
- ❑ Establish professional contacts and continue to network with individuals in your field of interest.
- ❑ Collect letters of recommendation from professors, advisors, and employers.

#### **3 – 6 months before graduation...**

- ❑ Order cap, gown, and graduation announcements through the Campus Shop.
- ❑ Request an official transcript for your portfolio.
- ❑ Pay any outstanding library fines, parking tickets, and tuition to ensure your diploma.
- ❑ Meet with a professional in Financial Aid and complete your exit loan counseling session.
- ❑ Meet with a professional in Career Development to ensure that you are on-track and finalize your job search process.
- ❑ Consider membership in professional organizations – ask a faculty member for suggestions.
- ❑ Update your resume on file with Career Connect!

## **CONGRATULATIONS**

**You made it to GRADUATION!**



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