

3 THIRD YEAR – LAKELAND COLLEGE CAREER DEVELOPMENT TRACK

Check to see that you have completed the necessary tasks to position yourself for a great professional career!

- ❑ Register with Career Development and begin to develop your portfolio.
- ❑ Create a profile in Career Connect at www.lakeland.edu/studentservices/careerdev/ and begin to search for internships/full-time positions.
- ❑ Conduct informational interviews of professionals to learn how they developed a career path and advice they would have to offer.
- ❑ Research your career field and trends through FOCUS (an on-line program) or the Occupational Outlook Handbook (OOH).
- ❑ Participate in an internship program, such as College to Work, or others during the academic year.
- ❑ Enroll in the Career Choices Strategies class (LAK 201) to assist you in developing your job search campaign and polish your skills.
- ❑ Become actively involved in a student organization and take on additional leadership roles.
- ❑ Create your professional materials – cover letter, resume, references, and thank you notes.
- ❑ Meet with the Registrar’s Office to avoid discrepancies with curriculum requirements and Convocation attendance credits.
- ❑ Attend an etiquette event and learn how to interact with professionals during a meal.
- ❑ Research graduate schools and admission requirements to determine if that is a good option for you.
- ❑ Begin to study for any graduate school entrance exams.
- ❑ Develop a solid and well-established networking list of friends, family, and professionals, who may be critical during your job search process.
- ❑ Meet with a professional in Career Development to ensure that you are on-track and implement your career plan.

CONGRATULATIONS

You are on your way to a bright future!

Career Development – Brotz Hall
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Office Hours: Monday – Friday
8:00a.m. – 4:30p.m.