

# 100 Days Until Graduation

## Job Search Checklist



### Goal Identification/Clarification

- If you are unsure of your target goal following graduation, make an appointment with the Career Center to learn what you can do with your major, take a career assessment, or discuss options you are considering.
- If you need more information about career areas, visit <http://www.sjfc.edu/campus-services/careers/links.dot> to research career options.
- Learn about opportunities within the government at the **Federal Government Jobs Workshop** on February 4<sup>th</sup> in the COP Room in the Campus Center from 4:45-5:30pm.

### Resume

- If you do not have a resume, visit <http://www.sjfc.edu/campus-services/careers/resumes.dot> to view sample resumes and find a template to fit your experience.
- If you have not updated your resume recently, review the current information and add relevant internship/work/volunteer/extracurricular/leadership experiences you may have missed. The Career Center is hosting 30 minute **Resume Writing Tips** workshops to help you make updates on January 29<sup>th</sup> and February 18<sup>th</sup> in L-101 from 12:30-1pm.
- Have your resume reviewed by a staff member in the Career Center. You can make an appointment, or take advantage of **Office Hours** in Salerno 134 on Tuesdays from 3:30-5pm for quick resume questions.

### Job Search Strategy

- Attend the **Job Search Strategies Workshop** on January 30<sup>th</sup> in L-101 from 12:30-1:30pm to learn effective ways to approach your job search, and resources to find opportunities.
- Create a list of target organizations in your field, and identify contacts you may be able to network with. For more information on identifying contacts, attend the **Utilizing Social Media in Job Search Workshop** on April 8<sup>th</sup> in L-101 from 12:30-1:30pm.
- Begin outreach to contacts and conduct informational interviews.
- Set goals for how many contacts you will make per week, and how many positions you will apply for. This will make your job search more manageable, and keep you active.
- Attend the **RACE Career Fair** (February 27<sup>th</sup>), as well as the St. John Fisher **Career and Internship Fair** (March 19<sup>th</sup>) to meet with employers currently seeking recent graduates. Prepare for these events with **Getting the Most out of a Career Fair** on either February 24<sup>th</sup> or March 17<sup>th</sup> in L-101 from 4:30-5:30pm.

### Interviewing

- Practice makes perfect! Make sure to polish your interview skills before you need them.
- Attend the **Interviewing Workshop** on March 25<sup>th</sup> in L-101 from 12:30-1:30pm, and make an appointment with a Career Counselor to conduct a mock interview.