



# CAREER DEVELOPMENT CHECKLIST

FOR THE COLLEGE OF BUSINESS

2009-2010

THIS IS A FOUR YEAR CAREER DEVELOPMENT CHECKLIST FOR COLLEGE OF BUSINESS STUDENTS TO AID THEM IN ATTAINING THEIR PROFESSIONAL, CAREER, AND PERSONAL GOALS. THE ITEMS ON THE CHECKLIST ARE SIMPLY GUIDELINES AND ARE NOT REQUIRED FOR STUDENTS TO COMPLETE.

FOR ANY ADDITIONAL QUESTIONS OR COMMENTS CONTACT:

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[HTTP://DEPT.LAMAR.EDU/CAREERANDTESTINGCENTER/](http://dept.lamar.edu/careerandtestingcenter/)

## FIRST YEAR

- Begin identifying your values, interests, and skills
  - Discussions with faculty, academic advisors, and/or Career and Testing Center (CTC) Advisor
  - Discover Career Assessment
- Explore various academic disciplines as areas of study
  - Discussions with academic advisors and faculty
  - Read about Lamar University majors
  - Determine if the coursework for the major “fits” your intrests
- Familiarize yourself with industries and career options for your major
  - Make an appointment with a CTC advisor
  - Utilize online career resources such as [Valut](#)
  - Conduct research using Career and Testing Center Library and/or the John Gray Library
  - Utilize the [Career Spots](#) on the Career and Testing Center website
- Learn how to develop leadership and interpersonal skills by participating in activities sponsored by clubs /orgnizations
  - Additionally, seek membership in clubs/orgnizations that reflect your intrests, skills, and values
- Update, refine, and upload your resumé to [Optimal Resume](#) and [Cardinal Connect](#)

## **PASSPORT THROUGH LAMAR – FIRST YEAR**

- Participate in career development workshops
  - Ettiquette Dinner
  - Dazed and Confused
  - Academic Lecture Series/Exxon-Mobil Lecture Series
  - What can LU do for you?
- Cultivate transferable skills through part time, volunteer/service opportunities.

## SECOND YEAR

- Update your personal and academic information on [Cardinal Connect](#)
- Update, refine, and upload your resumé to [Optimal Resume](#) and [Cardinal Connect](#)
- Compose a cover letter that compliments your resumé
- Begin to identify experiential learning opportunities
  - Make an appointment with our Experiential Learning Advisor
- Run/volunteer for a leadership position in your club/organization

## **PASSPORT THROUGH LAMAR – SECOND YEAR**

- Continue career exploration related to your area of study/finalize your major decision
  - Make an appointment for a career conversation with a CTC advisor
  - Take the Myers Briggs Type Indicator (Personality Assessment)
  - Job shadow with professionals in your field of interest
  - Utilize online career resources such as [Valut](#)
- Attend on and off campus career fairs that expose you to organizations of interest
  - Lamar Jobs Career Festival
  - Invitationals
  - Jobs 4 Cards Expo
  - Texas Job Fair
- Continue to attend career development workshops to increase awareness and preparedness
  - Ettiquette Dinner
  - Academic Lecture Series/Exxon-Mobil Lecture Series
  - Extreme Makeover: Resumé Edition
  - Internships: It's not too Late!
  - What can LU do for you?
  - Speed Interviewing
  - Dress for Success
  - Backpack to Briefcase

## THIRD YEAR

- Continue to update your resumé and cover letters
  - Update resumé and cover letters on Optimal Resumé and Cardinal Connect
- Narrow industry focus based on online, informational interviewing and library research
- Explore graduate/professional school plans and option with faculty, CTC staff, and pursue online/library resources
  - Develop a timeline for research and applications
  - Attend MBA Open House
- Identify internships/experiential opportunities with organizations that do not recruit on campus
  - Make an appointment with our Experiential Learning Advisor
- Participate in Speed/Mock Interviewing

## **PASSPORT THROUGH LAMAR – THIRD YEAR**

- Attend on and off campus career fairs and network with organizations of interest
  - Lamar Jobs Career Festival
  - Invitational
  - Corporate Leadership Conference
  - Jobs 4 Cards Expo
  - Texas Job Fair
- Continue to attend career development workshops to increase awareness and preparedness
  - Etiquette Dinner
  - Academic Lecture Series/Exxon-Mobil Lecture Series
  - Extreme Makeover: Resumé Edition
  - Internships: It's not too Late!
  - What can LU do for you?
  - Speed Interviewing
  - Dress for Success
- Backpack to Briefcase
- Explore additional areas to identify skills, interests, and values
  - Take the Myers Briggs Type Indicator

## FOURTH YEAR AND BEYOND

- Organize job search strategies for obtaining full-time employment vis the internet and personal networking
  - Target desired industries and determine geographical preference(s)
  - Complete your cover letter and resumé to reflect your
  
- Organize graduate/professional school applications to meet deadlines
  - Develop or reassess timeline
  
- Participate in Speed/Mock Interviewing

## **PASSPORT THROUGH LAMAR –FOURTH YEAR**

- Attend on and off campus career fairs/workshops, network with organizations of interest, research information to prepare for your post-graduation life
  - Talk to alumni, faculty, professionals, and CTC staff
  
- Career Events and Workshops
  - Lamar Jobs Career Festival
  - Corporate Cardinal Inviational
  - Jobs 4 Cards Expo
  - Texas Job Fair
  - Employer Presentations
  - Etiquette Dinner
  - Extreme Makeover: Resumé Edition
  - Internships: It's not too Late!
  - What can LU do for you?
  - Speed Interviewing
  - Dress for Success
  - Backpack to Briefcase