

# College Student's Job Search Checklist

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## Participate On Campus

- Go abroad and learn a language
- Protect your GPA
- Build relationships with your department chair and professors
- Sit on an executive board or committee
- Visit the career center early and often
- Attend professional development sessions and workshops

## Grow Your Network

- Schedule informational interviews
- Connect with alumni in your industry and/or city you will be in post-grad
- Create a list of target companies and begin researching who you know there
- Interact with speakers that come to campus

## Develop Your Brand

- Prepare multiple versions of your cover letter for various positions
- Design a personal logo and letterhead Create a personal website
- Adjust your online presence to include a more professional image
- Share content on LinkedIn weekly
- Write a personal mission statement  
Create a Vision board

## Maximize Your Work Experience

- Restructure your resume
- Research job descriptions
- Land a high-profile internship
- Follow-up with previous employers to remain top of mind
- Practice interview questions
- Work part-time on campus to gain additional work experience