



## YEAR 2: SOPHOMORES

# CAREER DEVELOPMENT CHECKLIST

## GAIN MORE EXPERIENCE

- ☐ Begin **considering internship options related to your field of study**. Completing an internship between sophomore and junior year could set you apart!
- ☐ If you haven't already, **get a part-time job, volunteer, or get involved in campus organizations**. Any experience is good!
- ☐ **Apply for a campus job on Handshake**, especially if you qualify for Federal Work Study. These jobs are flexible and built to work with your academic and athletic schedules.



## VISIT PATHWAYS

- ☐ **Stop by the Pathways Center** (bottom floor of Eberly Library) to meet with WU's Career Development team members.
- ☐ Follow us on Instagram (@**wu\_pathways**) to stay up to date on career events or **email us at [pathways@waynesburg.edu](mailto:pathways@waynesburg.edu)**.
- ☐ Schedule a **one-on-one career advising** meeting or **mock interview** appointment.
- ☐ Need free professional clothing? **Stop by the WU Career Closet** during walk-in hours!

## EXPLORE OPTIONS

- ☐ If you find that your major is not a good fit, the Pathways team can help you **explore alternate career/academic paths**. Switching majors is more common than you might think!
- ☐ **Create a Focus2Career account** to complete career assessments. This tool will enable you to explore how your interests and strengths align with different careers and majors.
- ☐ Reach out to the Pathways team to **inquire about other available (+ free!) career assessments**, and set up a meeting to discuss your results with a trained staff member.
- ☐ **Create a Handshake account** to explore openings, employers, and events.

## BE PROACTIVE

- ☐ Sophomores are strongly encouraged to **engage in workshops and career fairs**. This will help you be prepared and proactive in your journey!
- ☐ **Take advantage of networking opportunities**, including building relationships with employers, alumni, faculty, staff, and peers.
- ☐ **Join a professional organization** related to your major.
- ☐ **Create a LinkedIn profile** and start connecting!

## UPDATE DOCUMENTS

- ☐ Consistently **update your resume** to better reflect your experiences (at least once a year).
- ☐ **Draft a cover letter** that you can use when you start applying for jobs or internships.

## SET GOALS

- ☐ **Engage in goal setting** to outline what you hope to accomplish this semester and this year (short-term) as well as what you hope for the future (long-term). *Just remember: It's okay if your goals change!*