

Career Readiness Checklist



EXPLORE

- ☐ Take the [Career Compass Assessment](#) to see how your interests connect to academic majors at Mesa.
- ☐ Research majors and careers using any of our [Major and Career Exploration](#) resources.
- ☐ Take an [official career assessment](#) for more in-depth major/career exploration with a [Career Counselor](#).
- ☐ Conduct an [informational interview](#) to talk with professionals working in fields that interest you.
- ☐ Take a [Personal Growth 130 – Career and Life Planning](#) class.

PREPARE

- ☐ Activate your [Handshake account](#) to search and apply for jobs, internships, or volunteer opportunities
- ☐ Create or update your Resume and Cover Letter using the [Career Center Handbooks & Resources](#).
- ☐ Review your Resume and Cover Letter with a [Career Peer Ambassador](#).
- ☐ Upload your resume into your Handshake account so you can begin applying for jobs or internships.
- ☐ Schedule an appointment for [Internship Coaching](#) with Mesa College's Internship Coordinator
- ☐ Create or update your [LinkedIn profile](#) and clean up all social media accounts.
- ☐ [Schedule a mock interview](#) before the real deal with a Career Counselor
- ☐ Learn how to craft strong [personal branding](#) and build meaningful professional relationships to advance your career

EXPERIENCE

- ☐ Gain experience through [part-time work, internships or volunteer opportunities](#).
- ☐ Get involved in [student organizations](#) of interest. Consider clubs that relate to your career interests.
- ☐ Consider taking a [Work Experience](#) course to earn credit for your job, internship or volunteer position.
- ☐ Ask your instructor if there are [Service Learning opportunities](#) in your class.

ACHIEVE

- ☐ Use [Handshake](#) and [Career Fairs](#) to continue your job or internship search.
- ☐ Learn to network and prepare your introduction to new contacts and potential employers.
- ☐ Schedule an [appointment with a Career Counselor](#) for additional support with your job search.