

## 2020 SENIOR CHECKLIST

1.  Complete your professional portfolio to include
  - *Resume*
  - *Cover letter*
  - *Update and finalize your online presence (i.e. LinkedIn Profile, Social Media).*
  - *Develop a list of (5) professional references*
  - *Secure (3-5) Letters of Recommendations*
2.  Develop a career action plan for your final year
3.  Select your careers of interest
4.  List the job description for each position
5.  Plan, organize and conduct a thorough job search profile
6.  Discover and apply for (5) internships and (5) employment opportunities
7.  Research virtual job shadowing and other related on-the-job training and workshop opportunities.
8.  Professional business attire ready for interviews
9.  Apply to graduate or professional school early and follow through on all of the requirements.
10.  Schedule exit interview and final one-on-one presentation using Zoom.