

# CAREER PLAN CHECKLIST



- Meet with Career & Life Planning each semester to ensure you are on a strategic career path.
- Regularly log onto the Jessup Job Board to find internships and jobs for Jessup students & alumni.
- Subscribe to the Career & Life Planning Event Calendar on the JessupLife App.

## IMAGINE & EXPLORE

- Complete the Focus2
- Schedule an appointment with CLP
- Complete Jessup Job Board Profile
- Create Resume

1

FRESHMEN

2

SOPHOMORES

3

JUNIORS

4

SUMMER BEFORE  
SENIOR YEAR

5

SENIORS

## INTERACT

- Update Resume, Cover Letter & LinkedIn
- Update Jessup Job Board Profile
- Attend Career Networking Events
- Complete a Mock Interview

## APPLY

- Update Career Plan with CLP
- Apply regularly to open positions
- Interview

## INVESTIGATE

- Meet with CLP to discuss internship process
- Research Career of interest
- Complete Jessup Job Board Profile
- Attend CLP Networking Events
- Complete a Mock Interview

## IMPLEMENT

- Secure professional references from internship
- Update resume and LinkedIn with experience.
- Update Jessup Job Board Profile
- Plan to attend Career Networking Events

## ADDITIONAL STEPS

- Research occupations of interest through O-Net Online (onetonline.org)
- Regularly update your resume, cover letter and LinkedIn Profile
- Schedule a mock interview with CLP staff
- Attend career networking events hosted by CLP
- Volunteer part-time in field of interests.
- Join professional associations as a student member.

Visit [my.jessup.edu/clp](http://my.jessup.edu/clp) for all career readiness resources - Jessup Job Board: [jessup.edu/jobs](http://jessup.edu/jobs)  
Appointments: [jessup.mywconline.com](http://jessup.mywconline.com) - Questions: [careerservices@jessup.edu](mailto:careerservices@jessup.edu)