### Fourth Year: A Year of Decision-Making

#### Career Planning Guide Checklist

- **Complete Academic Requirements**
  - [ ] Pursue academic success and complete your senior research project/paper
  - [ ] Confirm your remaining degree requirements early

- **Gain Career Related Experience and Develop Your Professional Identity**
  - [ ] Join professional associations in your career field
  - [ ] Attend and present at conferences or events
  - [ ] Obtain career-related experience through a part-time job, internship or research experience

- **Finalize Graduate and Professional School Plans**
  - [ ] Complete graduate school application process
    - Application forms
    - Register and complete admission exams
    - Personal statements and admissions essays
    - Request and obtain faculty recommendations
    - Participate in a mock interview with the Career Center
    - Apply for graduate assistantships and financial aid
  - [ ] Accept Graduate school offer
  - [ ] Attend the “Grad Finale” in April to complete the Post-Graduate Plans Survey and pick up your cap & gown!!

- **Implement Your Job Search and Secure a Position**
  - [ ] Develop a job search strategy
    - Meet with a Career Counselor or a mentor
    - Customize your resume & cover letter for each position
    - Finalize your profile in the Luther Career Connection system and on LinkedIn
  - [ ] Identify and research potential employers, companies, and organizations and the opportunities they offer
  - [ ] Participate in:
    - Fall and Spring Career Fairs
    - On-campus recruiting
    - Recruiting events hosted by the Iowa College Recruiting Network (ICoRN)
  - [ ] Actively review the Luther CareerConnection system and weekly News & Notes Email for job openings
  - [ ] Invest a little time each day to your job search.
  - [ ] Prepare your 30 second introduction for networking situations
  - [ ] Practice interviewing with a mock interview
  - [ ] Apply for positions, interview and follow-up with employers
  - [ ] Accept a position
  - [ ] Attend the spring “Grad Finale” in the Union to complete the Post-Graduate Plans Survey and to pick up your cap & gown!!