# Fourth Year: A Year of Decision-Making

## Career Planning Guide Checklist

**My Plan of Action**

### 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 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!!