Career Planning Checklist

Juniors

☐ Read and complete the checklist for Sophomores

☐ Explore Griz eRecruiting at www.app.s.umt.edu/cso. Update your profile with your resume, cover letter, and transcripts. Continue to update this information as you complete coursework or have additional work experience.

☐ Continue to update your portfolio with current activities, references, letters of recommendation, and committee memberships (See Freshman and Sophomores checklists for more information.)

☐ Attend an information session or meet with someone from Internship Services to discuss opportunities to apply for an internship.

☐ Research specific employers by using online resources or information available in the Resource Library of Lommasson 154.

☐ Participate in leadership opportunities through: campus and/or community clubs and organizations; service learning; or volunteer organizations. Contact the Office for Civic Engagement for information regarding volunteer and service learning opportunities. Contact the Center for Office for Student Involvement Network to ask about leadership programs.

☐ Attend the Health Professions Career Fair and/or Big Sky Career Fair to inquire about internships or summer opportunities. Speak with different organizations and present your resume. Contact the Office of Career Services or visit the website at www.umt.edu/career for additional information.

☐ Attend the workshops held each semester sponsored by the Office of Career Services. These workshops will help with your resume and cover letter writing, interviewing skills and job search strategies. Access the schedule of “Workshops” on the website www.umt.edu/career.

☐ Practice your interviewing skills with a recorded Mock Interview. This will help you see how you appear to company recruiters and give you the opportunity to improve your interviewing skills.

☐ If you are considering a graduate program, begin contacting graduate schools for additional information. Register to take the appropriate graduate exam at UM Testing Services. Prepare a graduate school essay, take a practice test in the Office of Career Services and meet with a counselor to discuss and review your application materials for graduate school.

☐ Over the summer, continue to update your resume on Griz eRecruiting and be aware of upcoming on-campus recruiting opportunities.