

# Career Timeline

## Junior Year Career Checklist

- Read the College of Business Undergraduate Newsletter
- Research Internship/co-op opportunities
- Apply for internship/co-op opportunities
- Begin compiling information for professional portfolio
- Use CareerBeam and CareerShift for job/internship search
- Attend AUM and COB fairs, workshops, activities and events
- Update your professional web profiles – Facebook, Twitter, LinkedIn
- Review and revise professional resume and cover letter
- Update Warhawk Jobs profile
- Identify and ask professors for professional recommendations
- Attend AUM Fall and Spring Career Fairs, Meet the Firms and other job fairs
- Schedule mock interviews and volunteer for job shadow opportunities
- Attend all interview seminars and workshops
- Network - Develop target list of employers and begin outreach efforts
- Reach out to Alumni for mentoring and networking
- Assume leadership roles in COB clubs and organizations
- Research professional etiquette standards
- Prepare and take standardized tests (GRE, LSAT, etc.)
- Attend annual graduate school fairs and begin application process