

# Career Ready

## Your Path to Success

### Phase 4: Apply

**Step 1:** Save and organize your files in a Career Toolkit folder, and make a short target list of roles you actually want.

**Step 2:** Track applications in a spreadsheet or journal.

**Step 3:** Customize your resume and cover letter for each job.

**Step 4:** Send a thank you email within 24 hours of interviews.

**Step 5:** Reflect after each application and interview. What went well. What will you improve next time.

### Phase 1: Practice

**Step 1:** Take a career interest or values assessment. Good options include O\*NET Interest Profiler, VIA, or CliftonStrengths if you have access.

**Step 2:** Identify three values that matter most in your future career.

**Step 3:** Write a short direction statement in three to four sentences. Include what matters to you, what you are curious about, and what you want to test next.

**Step 4:** Run one small test, then get feedback. Choose one action that gives you real information, such as an informational interview, a career event, or a short project that resembles the work. Bring what you learned to Career Services or a faculty mentor.

### Phase 3: Practice

**Step 1:** Practice mock interviews. Record yourself or use a tool like Big Interview if available.

**Step 2:** Prepare three to five STAR stories from work or class experience.

**Step 3:** Attend a career event or job fair.

**Step 4:** Reach out to one to two professionals for an informational interview.

### Phase 2: Build

**Step 1:** Create a resume draft.

**Step 2:** Create a general cover letter template.

**Step 3:** Build your LinkedIn profile with a photo, summary, and experience.

**Step 4:** List three to five professional references with contact information.

**Step 5:** Complete your Handshake or job platform profile.

**Step 6:** Develop your 30 second elevator pitch.

