

Fourth-Year Career Checklist: Preparation
CEAT Career Services: EN 110
Hours: M-F 8:00-5:00 405-744-3858
ceatcs@okstate.edu
<https://ceat.okstate.edu/studentservices/career-services/index.html>

Academic

- Meet with your advisor** to ensure you have met graduation requirements
- Complete a degree check**
- Take the FE** after all Engineering Science classes are completed
- Discuss graduate school** options with faculty
- Check timeline to apply to graduate school.** Take entrance exams. Use www.gre.org for a practice test
- Take the GRE, GMAT, LSAT, etc.** Utilize www.gre.org to take a practice test and see grad school options
- Join a professional organization** related to your major if not done so already
- Ask your professors and employers to serve as references or to write recommendations for you.** Assist by providing a resume and a job description if possible. Give your professors enough lead time!

Activities/Leadership

- Assume a leadership role in professional organizations** and in the community
- Participate in multicultural events** or programs
- Volunteer in a community service** program such as Big Brother/Big Sisters. See Joyce Montgomery for more information in SU 211G; <https://lcl.okstate.edu/volunteer/>

Career Preparation

- Have your resume and cover letter reviewed at Career Services**
- Participate in Mock Interviews**, available as scheduled
- Attend CEAT Career Fair**
- Attend Information Sessions**
- Research Employers**; develop an employer prospect list: hireOSUgrads.com
- Plan a professional wardrobe** that corresponds with the climate of your organization
- Find a job or apply for grad school**
- Research employers; develop an employer prospect list** for jobs