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