

Second-Year Career Checklist: Developing Foundations

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

- If still undecided, read Catalog:** Check upper-level courses that interest you <http://registrar.okstate.edu/>
- Narrow choice of majors; List majors that interest you
1. _____ 2. _____
Explore _____
- Cultivate mentoring relationship** with at least one faculty member in your major
- Examine Study Abroad** programs studyabroad.okstate.edu. Visit the Study Abroad office 242 Student Union.
- Visit the Hire System** for internship opportunities www.hireosugrads.com
- Talk with others in your major**
- Apply for professional school**

Activities/Leadership

- Assume more active roles** in clubs or organizations to which you belong
- Join a professional organization** (national/international) OUTSIDE of the University that is related to your major (ex. AIChE, IIE, SAE, etc.)
- Commit to Community Service**, such as Big Brothers/Sisters, Habitat for Humanity, etc.

Career Development Foundations

- Be intentional with Work-Study**, summer jobs, and winter breaks to strengthen skills
- Take your resume to CEAT Career Services** to be reviewed in 110 ENG NORTH
- Participate in two Mock Interviews**
- Shop for a suit**
- Attend CEAT Career Fair**
- Talk with professionals in your degree**
- Look for summer internships**
- Become familiar with work settings and job descriptions**