

Third-Year Career Checklist: Exploration

CEAT Career Services: ES 123

Hours: M-F 8:00-5:00 405-744-3858

ceatcs@okstate.edu

<https://ceat.okstate.edu/studentservices/career-services/>

Academic

- ☐ **Discuss internship and study abroad possibilities** with your professors
- ☐ **Discuss graduate school options** with faculty <https://gradcollege.okstate.edu/>
- ☐ **Focus on major classes**
- ☐ **Attend seminars/conferences** related to your major
- ☐ **Take the GRE, GMAT, or LSAT.** Use ets.org/gre for practice tests and to explore grad school options.
- ☐ **Ask your professors/employers to serve as references** or to write recommendations for you. Assist them by providing a resume.
- ☐ **Complete a degree check**
- ☐ Visit the **MLSC and the Writing center** to improve your academic success skills. If you are doing well in these Areas, inquire about being a tutor yourself!

Activities/Leadership

- ☐ If you have not yet, **join a club/organization** or community service activity on-campus, do it now!
- ☐ **Assume leadership roles** in the clubs or organization to which you belong
- ☐ **Check out opportunities at Hargis Leadership Institute.** <https://leadershipinstitute.okstate.edu/>
- ☐ **Continue Leadership involvement**

Career Exploration

- ☐ **Take your resume to CEAT Career Services** to be reviewed in ES 123
- ☐ **Attend Information Sessions**
- ☐ **Attend CEAT Career Fair**
- ☐ **Plan a professional wardrobe** consistent with the organization culture of where you are applying
- ☐ **Participate in Mock Interviews-** schedule an appointment with Career Services
- ☐ **Apply for internships, work study, etc.**
- ☐ **Research employers; develop an employer prospect list** for internships