

Graduate Student Career Development Checklist

Presented by the Office of Graduate Education

◆ Before You Arrive on Campus

- Prepare your resume using the [resume template](#)
- Write a sample cover letter using the [cover letter template](#)
- Create a strong LinkedIn profile, including a photo
- Attend available webinars on career development
- Start making connections with other new students through LinkedIn and WhatsApp groups
- Familiarize yourself with [Graduate Practicum](#) and [Graduate Co-Op](#) opportunities
- Start thinking about your areas of interest and how those relate to your career goals

◆ During Your First Two Semesters

- Activate your [Handshake](#) account so you can register for Career Center programs
- Participate in career exploration and career development [programming](#)
- Get involved with campus organizations and seek out leadership opportunities
- Develop your communication, organizational, and time management skills
- Enrich your academics through research, special projects, or taking highly specialized courses
- Network with your classmates, students at other universities, and Stevens' alumni
- Meet with a Career Coach to discuss your goals and to develop a timeline for your job search

◆ During Your Final Two Semesters

- Participate in an internship and/or co-op and/or practicum experience
- Update your resume and LinkedIn profile to reflect the experience and skills gained at Stevens
- Conduct informational interviews with professionals working in your desired industry
- Meet with a Career Coach to discuss your plan for searching for a full-time job opportunity
- Attend employer recruiting events including virtual and in-person Career Fairs
- Practice interviewing using [BigInterview](#)
- Learn about the salary negotiation process so you are ready when you receive a job offer
- Familiarize yourself with [Optional Practical Training](#) guidelines

