The McNeill Academic Program wants you to be prepared when you graduate. Preparing ahead can make the difference between getting a good job, a mediocre job or no job at all after you graduate. We realize that some of you recently declared your major and are primarily focused on maintaining good grades to graduate. However, being competitive for the job market upon graduation requires some work now. We have complied a list of items that will help you start to make progress.

Please contact Sophie.Low@colorado.edu, or your McNeill coordinator for resources on how to start completing some of these tasks or attend meetings of the McNeill Junior Senior Club

Is your Paperwork and Self-Presentation in order?

- Is your resume complete?
- Do you know about e-resumes?
- Have you had professionals read it and give feedback?
- Have you written any cover letters?
- Have you had professionals read them and give feedback?
- Are you signed up for CSO (Career Services Online?)
- Have you attended an Employer Presentation on campus?
- Have you practiced your interview skills?
- Do you have a professional message on your voice mail?
- If you have publicly accessible presentations about yourself on sites such as MySpace, are these professional and appropriate?
- Do you know how to separate exploitive or dishonest employment and career development services from legitimate ones?
- Have you attended a "Dining for Success" or Networking seminar?
- Do you know how to start your online portfolio where you can show employers a complete portrait of your college experience?
- Do you have professional clothes to wear to an interview?

Have you explored possible careers?

- Do you have an interest in career areas that you'd like to explore?
- If not, have you talked with a career counselor or taken the Strong Interest Inventory or Meyers Briggs Type Indicator?
- Have you talked with professionals who work in the career fields that interest you?

Have you gained experience and made connections?

- Do you know how to find an internship and/or gain career-related experience?
- Have you ever attended a career fair?
- Do you have an internship or a job that is related to your career interest? What about volunteer work?
- Are you doing research with a professor?
- Have you started developing relationships with professors in preparation for letters of recommendation?