First year
1. □ Visit the Career Services website; Facebook, Twitter, event calendar & additional resources.
2. □ Do at least one self-assessment tool offered free online.
3. □ Check out “Career Opportunities in Nutrition”.
4. □ Activate your “CareerConnect” account and start receiving emails about internships/jobs.
5. □ Attend the meetings of any two clubs,(here is the link to UMNA the UMass Nutrition Association our undergraduate Nutrition club [UMass Nutrition Association]) to get to know resources both in and outside of your department.
6. □ Join clubs & organizations, and participate in activities.

Second year
7. □ Attend an “Introductions to Internships/Co-ops” information session.
8. □ Visit 3+ internship sites online specific to your field and home location for summer internships.
9. □ Discuss with your academic advisor if study abroad/exchange is a good idea for you.
10. □ Write your resume/cover letter and bring it to Walk-in hours at Career Services for review (hours 1-4, M-F in Goodell, 5-7 Wed. at SORC opposite the Hatch).
11. □ Network and get to know your professors, staff and fellow students. (Start a list of family, friend contacts in areas in which you might have a professional interest.)
12. □ Get a summer internship/job with professional development in mind (notify Career Services and department about this opportunity. Check out the Nutrition Department Fieldwork experience webpage for information and opportunities.

Third year
13. □ Research three potential occupations and the entry level requirements of each [http://www.bls.gov/ooh/, UMass Career Opportunities in Nutrition](http://www.bls.gov/ooh/)
14. □ Conduct numerous informational interviews to expand network and solidify career choice.
15. □ Review your online professional presence (google yourself, check Facebook content, clean it up).
16. □ Create a LinkedIn page ([www.linkedin.com](http://www.linkedin.com)); attend a LinkedIn Lab session with Career Services check the calendar for dates. See Nutrition Undergraduate Advising page for more information on developing a LinkedIn page and in joining the Nutrition Alumni Network as a student.
17. □ Attend a Career Fair, employer info session or networking event on or off campus.
18. □ Watch for deadlines, GRE, GMAT, MCAT, LSAT, RD applications and internship opportunities.
19. □ Get a summer internship/job with professional development in mind.

Fourth year
20. □ Perfect your resume, cover letter writing skills and refine your job search strategy (Attend Walk-in, individual appointment, workshop, or watch CareerSpots videos.
21. □ Continue to use LinkedIn and other networking methods to search for alumni who you can do informational interviews with, ask about employment and companies/fields they currently work in.
22. □ Use CareerConnect to find jobs you may be interested in and then use LinkedIn to check for connections.
23. □ Attend a mock interview session to prepare you for professional interviews.
24. □ Solidify references and letters of recommendation (Optional Interfolio service).
25. □ Notify Career Services and your department cpnorton@nutrition.umass.edu when you land a job or accept a grad program.