

Top 25 Career Steps to Graduation Checklist

First year

1. Visit the [SPHHS Office of Career Planning](#) website.
2. Do at least one [self-assessment](#) tool offered free online (select the “Career Exploration Resources” option at the bottom of this page: <https://www.umass.edu/sphhs/careers/exploration>).
3. Check out “[Career Opportunities in Kinesiology](#).”
4. Activate your [Handshake](#) account and start receiving emails about internships/jobs.
5. Attend the meetings of any two clubs to get to know resources both in and outside of your department. Here is the link to our undergraduate [Kinesiology club](#).
6. Join clubs & organizations, and participate in activities.

Second year

7. Visit 3+ internship sites online specific to your field and home location for summer internships.
8. Discuss with your academic advisor if study abroad/exchange is a good idea for you.
9. Write your resume/cover letter and bring it to the Career Ambassador Walk-in hours for review (Arnold House Room 136, hours: <https://www.umass.edu/sphhs/careers/peer-advisingwalk-and-email>). Appointments can be also made with professional advisors here: <https://umass.joinhandshake.com>.
10. Network and get to know your professors, staff and fellow students.
11. Start a list of family, friends and other contacts in areas in which you might have a professional interest and update it as your experiences grow.
12. Get a summer internship/job with professional development in mind (and notify the Office of Career Planning about this opportunity when you secure it).

Third year

13. Research three potential occupations and the entry level requirements of each (<http://www.bls.gov/ooh/>, [Now What? Career Opportunities in Kinesiology](#)).
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); review [LinkedIn guidelines](#).
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 hours, schedule an individual appointment with an advisor, attend workshops, or watch [CareerSpots videos](#)).
21. Continue to use LinkedIn and other networking methods to search for alumni with whom you can do informational interviews, ask about employment and companies/fields where they work.
22. Use [Handshake](#) to find jobs you may be interested in and then use LinkedIn to check for connections.
23. Check out [Big Interview](#) for interview prep assistance and attend a mock interview session to prepare you for professional interviews.
24. Solidify references and letters of recommendation (Optional [Interfolio service](#)).
25. [Notify SPHHS Office of Career Planning](#) when you land a job or accept a grad program.