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 here: https://www.umass.edu/sphhs/careers/exploration).
3. □ Check out “Career Opportunities in Nutrition.”
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 Nutrition club: UMass Nutrition Association (UMNA).
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.
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).
13. □ Check out the Nutrition Department Fieldwork Experience webpage for information and opportunities.

Third year
14. □ Conduct numerous informational interviews to expand your 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. See the Nutrition Undergraduate Advising page for targeted LinkedIn guidelines and to join 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 hours, individual appointment, 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 and your department head Claire Norton, cpnorton@nutrition.umass.edu, when you land a job or accept a grad program.