

## 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 Public Health.](#)”
4.  Activate your [Handshake](#) account and start receiving emails about internships/jobs.
5.  Attend the meetings of any two clubs, such as the Public Health Club on campus: <https://www.umass.edu/sphhs/current-students/student-club-information#PHClub> to get to know resources both in and outside of your department.
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 listed here: <https://www.umass.edu/sphhs/careers/peer-advisingwalk-and-email>). Appointments can be also made with professional advisors: <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/>, [UMass Career Opportunities in Public Health](#), [Now What? Career options with a degree in Public Health](#)).
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)); 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 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, 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 currently 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.