



Career Management Checklist

When it comes to preparing for your career, you're likely already doing more than you think. But are you capturing it all? Take a proactive approach to managing your career so that you're as prepared as you can be for wherever God is leading you next. Here are some tips to help you out:

- ☐ **Get involved!** One of the best career exploration exercises is to explore new experiences. You will learn new skills and understand more about your values, interests, as well as your preferred activities and environments.
- ☐ **Make note of the skills you're developing with each new experience.** It may not seem applicable to your career now, but you're building transferable skills!
- ☐ **Keep track of your accomplishments.** This will help you to build accomplishment statements for your resume and develop solid examples to draw from during interviews. Be specific about how your actions resulted in positive changes in your environment, including quantifiable measurements where possible.
- ☐ **Reflect on your experiences.** Consider summer, part-time, intern, co-op, and volunteer positions. What strengths did you discover? What did you like or not like about each experience? Record your thoughts. Use your notes when considering possible career paths to measure if they will be a good fit.
- ☐ **Compile your notes in a Career Management Portfolio.** This can be a digital or physical file or binder. Some items to consider for your portfolio include:
 - master resume
 - list of references
 - letters of recommendation from professors and supervisors
 - positive feedback from customers
 - academic awards
 - certificates
 - academic and/or work samples
 - professional development records
 - evidence of foreign travel and study
 - personal mission statement

Having an up-to-date career management portfolio will make it easier for you to gather your experiences, skills, and competencies into a targeted application and help you answer interview questions with confidence.