FIRST-YEAR CHECKLIST
Use this checklist to help you explore opportunities, learn about possible career paths and engage with the Center for Work and Service this year!

**FALL**
- Register with MyCWS and create your career profile
- Get involved with Service and Leadership Activities
  - Attend the Student Organization Fair
  - Participate in Day to Make a Difference (September 21)
- Attend essential meetings to explore your academic and career interests
  - Attend a CWS First-Year Workshop
- Visit the CWS and meet with a counselor during drop-in hours
- Explore the CWS website
- Create your professional portfolio
  - Attend a Resume 101 Workshop and watch our Resume Online Workshop
  - Read the CWS website on how to write a resume
  - Draft your resume & have a counselor proof it during drop-ins
- Connect with the CWS on social media
  - Twitter.com/MyCWS
  - Facebook.com/MyCWS
  - Blogs.wellesley.edu/MyCWS

**SPRING** *Pick up where you left off with the fall list!*
- Make summer plans for a paid job, internship, and/or service project
  - Review our How to Find an Internship Online Workshop
  - Apply for a Wellesley Serves! grant, funding for summer service
- Explore self-assessment resources on the CWS website
- Complete resume and cover letters for summer opportunities
- Attend The Fair at Wellesley to explore internships

**ONGOING**
- Go to drop-in hours to meet with a CWS counselor
- Attend CWS career events and programming

**NETWORK, NETWORK, NETWORK**
- Attend Alumnae-Student Career Events:
  - LinkedIn webinar
  - Alumnae Achievement Awards (February)
  - Speed Networking Night (Fall and Spring)
  - Industry-specific career panels

For more information, please visit new.wellesley.edu/cws or call x2352.
*Sophomore, junior and senior checklists are available at: wellesley.edu/cws/starthere.*