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**

- Update MyCWS career profile to reflect current fields of preference
- Meet with a CWS counselor to create your internship action plan
  - Identify key job fields of interest (e.g., fashion, health, communications, art)
  - Think about who you know that could give you an internship lead
- Attend essential meetings
  - CWS Boot Camp (Thursday, September 5, 6-9pm in PNE)
  - Recruiting, fellowship, and graduate and professional school meetings
- Research Funding Opportunities
  - Pay attention to deadlines for CWS and departmental funded programs
- Update your professional portfolio
  - Complete resume, cover letters, and LinkedIn profile
- Sharpen your skills
  - Check out a LinkedIn webinar
  - Attend a CWS Advanced LinkedIn Workshop
- **Students studying abroad:**
  - Note specific CWS program application deadlines for juniors
  - Schedule a time to Skype/Google+ Hangout with a CWS counselor

**SPRING**  
*Pick up where you left off with the fall list!*

- Develop and launch your spring action plan
  - Apply! Apply! Apply! to internship opportunities
- Attend *The Fair at Wellesley*
- Attend the *CWS Orientation for Summer Internships Workshop*
- **Students studying abroad:**
  - Please note specific CWS program application deadlines for juniors

**ONGOING**

- Go to drop-in hours to meet with a CWS counselor
- Stay connected and up to date with the CWS social media outlets
- Attend CWS career events and programming
- Visit graduate and professional schools during *Grad School Tuesdays* in the Lulu

**NETWORK, NETWORK, NETWORK**

- Use LinkedIn to reach out to alumnae for career information
- Attend Alumnae-Student Career Events:
  - 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. 
*Senior checklists are available at: wellesley.edu/cws/starthere.*