SENIOR CHECKLIST

THE CENTER FOR WORK AND SERVICE
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
- Attend essential meetings
  - CWS Boot Camp (Thursday, September 5, 6-9pm in PNE)
  - Fellowship Meetings
  - On-Campus Recruiting Meetings
  - Graduate and Professional School Meetings
- Develop and launch your fall action plan
- Create or update your professional portfolio
  - Complete resume, cover letters, and a LinkedIn profile
  - Write graduate school and fellowship essays
  - Review your portfolio with a CWS counselor
- Sharpen your skills
  - Check out a LinkedIn webinar
  - Attend a CWS Advanced LinkedIn Workshop
  - Sign up for a Mock Interview
- Plan for graduate school in the short or long term
  - Request faculty recommendations, for next year or for the future
  - Prepare and take the appropriate graduate school admissions test

**SPRING** *Pick up where you left off with the fall list!*
- ***Attend Senior Boot Camp, January edition***
- Develop and launch your spring action plan
- Attend *The Fair at Wellesley*
- Check out the *Life after Wellesley* series

**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.