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 a self-assessment/MBTI workshop
- Attend essential meetings
  - Attend a *CWS Sophomore Workshop*
  - Watch our *Global Engagement Internship Online Workshop*
- Create/Update your professional portfolio
  - Complete resume and cover letters
  - Review your portfolio with a CWS counselor
- Sharpen your skills
  - Watch our *How to Find an Internship Online Workshop*
  - Check MyCWS internship database weekly
  - Participate in a LinkedIn webinar
- Get to know your faculty members
  - Visit them during office hours to discuss coursework and more
- 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!*
***Going abroad as a junior? Go to drop-ins to discuss your plans with a CWS counselor.***
- Submit internship applications by deadlines
- Participate in a mock interview
- Attend *The Fair at Wellesley*
- Attend the *CWS Orientation for Summer Internships Workshop*
- Looking Ahead: Attend essential meetings
  - Recruiting, fellowship, and graduate and professional school meetings

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

**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

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