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
  - On-campus recruiting meetings
  - Meet graduate/professional school representatives on campus
  - Attend an info session for our Alternative Breaks program
  - Visit a Global Engagement weekly tea info session
- Research funding opportunities
  - Pay attention to deadlines for CWS and departmental funded programs
  - Apply for Truman, Udall, Beinecke, Goldwater and/or UK Fulbright fellowships
- Update your professional portfolio
  - Complete resumes, cover letters, and a LinkedIn profile
- Sharpen your skills
  - Practice your interviewing skills
  - Attend a CWS 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!*

***Watch for winter and early spring deadlines!***
- Develop and launch your spring action plan
- Apply! Apply! Apply! to internship opportunities and summer grants
- Attend The Fair at Wellesley
- Attend the CWS Orientation for Summer Internships workshop
- Plan your senior year application for the Fulbright, Rhodes, Churchill, Marshall, Mitchell and/or Watson fellowships
- **Students studying abroad:**
  - Please note specific CWS grant/program application deadlines

**ONGOING**
- Go to drop-in hours & meet with a CWS counselor
- Stay connected and up to date with the CWS social media outlets

**NETWORK, NETWORK, NETWORK**
- Join the Wellesley Alumnae Network on LinkedIn to reach out to alumnae for career information
- Continue to build professional relationships and network
- Attend student-alumnae career events
  - Alumnae Achievement Awards (February)
  - Speed Networking Night (Fall and Spring)
  - Industry-specific career panels

For more information, please visit www.wellesley.edu/cws or call x2352.