

Junior Year Checklist

- Update your resume and schedule an appointment with the Office of Career Services (724-229-5126 or careerservices@washjeff.edu) to have it reviewed.
- Narrow your career interest. Still not sure? Visit career services and/or talk to your academic advisor.
- Attend career workshops, programs, and work on building your career network.
- Participate in career services workshops and seek individual assistance for [interviewing](#) (PDF), [job search correspondence](#)(PDF), [networking](#) (PDF), and business dress.
- Take a leadership role in your student activities and volunteer groups.
- Continue to conduct information interviews to learn more about your field and to build your career network.
- Secure an internship or summer job in your field.
- Build your professional wardrobe.
- Thinking about graduate school? Visit the [graduate school related links](#). Participate in the personal statement workshop.
- Apply for and complete a Magellan or Maxwell.
- Use your W&J Handshake account to explore options, including internships.