

YOUR WINTER BREAK CAREER PREP CHECKLIST



- Relax with friends and family**
Just as important as career prep!
- Polish your resume**
Check out our Instagram for tips on making your resume work for you.
- Update your LinkedIn profile**
Freshen up job descriptions, update your headshot, and make sure your profile looks polished to employers.
- Start your job/internship search**
Here are a few places for you to start your search...
 - All opportunities: Handshake
 - Non-Profit: Public Interest Fellowship Program & El Pomar Foundation Fellowship
 - Business & Consulting: Edge Internship Program & Quad Innovation Partnership
 - STEM: Gates Summer Internship Program
- Learn a new skill**
Take an online class through Lynda.com. (Free student subscriptions available through ITS!)
- Volunteer**
Volunteer work is a great addition to your resume. Check out the Corporation for National and Community Service website for opportunities near you.
- Find a short-term job**
Did you have a job over the summer? Call your old boss and see if they'd be willing for you to work over the break.
- Look through our Career Library**
All of our handy career resources in one place.
- Read a (non-fiction) book on a topic you're interested in.**
Being able to talk about a book you're reading is a great ice-breaker when interviewing and networking.
- Head back to campus for Half Block**
You can register for Half Block up until December 20! Want to register after the deadline? Email the instructor.
- Come to Coffee Chats**
Come to the Career Center every afternoon of Half Block for professional development workshops. The full schedule is on Handshake!

We're open for appointments starting January 7. See you in the new year!