SOPHOMORE YEAR
• Begin with the end in mind! Start thinking and being proactive about what you would like to do post-graduation, whether it is finding a job or attending graduate or professional school.
• Login and update your free Handshake account with Career Services.
• Upload your resume to your Handshake account to be included in employer resume packets and to participate in On-Campus Interviews in the Career Services office for internships.
• Have your resume critiqued by a Career Services Adviser.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with your resume for internships.
• Review internship listings on the Handshake Job Board and apply online.
• Send thank you notes after interviews, career fairs and information sessions to thank the recruiter/employer for their time and express interest in the company.
• Utilize other job search sites, professors, family friends, etc. to continue your internship/job search. The more resources you explore, the more opportunities you may receive.
• Attend the Sooner Showcase Career Fair in the Fall semester, and the OU Spring Career Fair in the Spring semester.
• Attend workshops or watch them online covering such topics as Creating a Winning Resume, Acing the Interview, and Insight into Internships. Visit hiresooner.com for a complete list of workshops.
• Join a campus organization related to your major or career interest.
• Attend events featuring employers such as meetings sponsored by campus organizations or your major department.
• Start building your network by establishing relationships with OU Faculty & Staff and join the OU Alumni Mentor Network.
• Incorporate experiential learning with academia. Relevant coursework shows knowledge gathered in your field of study.
• Add your college activities and experience in OptimalResume’s Resume Builder. Build upon it each year and by graduation you will have one impressive resume!

JUNIOR YEAR
• Enroll in CAS 4091 Career Planning for A&S Students to learn the most effective job search techniques.
• Login and update your Handshake account with Career Services.
• Update your resume and have it critiqued by a Career Services Adviser.
• Update your resume and upload it to your Handshake account to be included in employer resume packets and to participate in On-Campus Interviews in the Career Services office for internships.
• If you are interested in going to graduate, medical or law school, begin researching programs you may be interested in, and start preparing to take Graduate Admissions Tests.
• Attend the Sooner Showcase Career Fair in the Fall semester, and the OU Spring Career Fair in the Spring semester if you are pursuing an internship.
• Enhance your job search, business etiquette, resume writing, and interviewing skills by attending workshops or using resources available at Career Services. Visit hiresooner.com for a complete list of workshops. Workshops are also available on YouTube and iTunes.
• Review the On-Campus Interview schedule at the beginning of the Fall and Spring semesters to start applying for interviews through Handshake.
• Schedule a mock interview to prepare for interviews by emailing oucs@ou.edu with “MOCK INTERVIEW” in the subject.
• Receive guidance by alumni and employers representing diverse career fields, who have offered to share their experiences with students, through the OU Alumni Mentor Network.
• Actively develop leadership and communication skills in campus organizations.
• Review internship listings on the Handshake Job Board and apply online.
• Utilize other job search sites, professors, family friends, etc. to continue your internship/job search. The more resources you explore, the more opportunities you may receive.
• Send thank you notes after interviews, career fairs and information sessions following meeting a company representative to thank the recruiter for their time and express interest in the company.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with your resume for internships.
• Report internship offers and accepts to Career Services.
• Continue adding your college activities and experience in OptimalResume’s Resume Builder. Keep building upon it each year and by graduation you will have one impressive resume!

SENIOR YEAR
• Enroll in CAS 4091 Career Planning for A&S Students to learn the most effective job search techniques.
• Login and update your Handshake account with Career Services.
• Update your resume and upload it to your Handshake account to be included in employer resume packets and to participate in On-Campus Interviews in the Career Services office for internships.
• Review the On-Campus Interview schedule at the beginning of the Fall and Spring semesters to start applying for interviews through Handshake.
• Use Career Services resources to draft a cover letter tailored to each employer to submit with your resume for full-time positions.
• Schedule a mock interview to prepare for interviews by emailing oucs@ou.edu with “MOCK INTERVIEW” in the subject.
• If interested in a graduate or professional school, continue researching various programs. Obtain letters of recommendation/references in the Fall, and send in applications early! In the Spring, check with all institutions before the deadline to ensure your file is complete. Attend the Sooner Showcase Career Fair in the Fall semester, and the OU Spring Career Fair in the Spring semester to visit with representatives from various graduate programs.
• Attend companies’ information sessions before their on-campus interview.
• Attend workshops focusing on behavioral interviews and second level interviews to be prepared to go on company visits.
• Receive guidance by alumni and employers representing diverse career fields, who have offered to share their experiences with students, through the OU Alumni Mentor Network.
• Utilize other job search sites, professors, family, friends, etc. to continue your job search. The more resources you explore, the more opportunities you may receive.
• Send thank you notes after interviews, career fairs and information sessions to thank the recruiter/employer for their time and express interest in the company.
• Visit Career Services to explore overall job search strategies and planning.
• Develop a strategy to contact potential employers by utilizing resources in the Career Services office and speaking with OU faculty & staff.
• Gather information on realistic salary expectations. Check the National salary offer notebook in Career Services or at hiresooner.com.
• Keep detailed records of your job search in order to remember names, dates, and reassess what your thoughts were about previous experience so you can weigh offers and improve yourself in future interviews.
• Finish adding your college activities and experience in OptimalResume’s Resume Builder.
• Report job offers and accepts to Career Services.