SOPHOMORE YEAR
- Login and update your free Handshake account with Career Services to have your resume included in the employer resume packets and to interview in the Career Services office for internships or co-ops.
- Develop your resume by using OptimalResume and have your resume critiqued by Career Services and the Price College of Business faculty.
- Use Career Services resources to draft a cover letter tailored to each employer to submit with resume for internships and co-ops.
- Review internship listings on the Handshake Job Board and apply online.
- Attend Sooner Showcase Career Fair in the fall semester.
- Attend workshops covering such topics as Resume Writing, Successful Interview Techniques, and How to find an Internship. Visit the Career Services website for complete list of workshops at www.hiresooner.com.
- Join a campus organization related to your major or career interest. Visit the departments in the Price College of Business to find the contacts for your specific major or interest.
- Utilize other job search sites, professors, family friends, etc. to continue your internship search. The more resources you explore, the more opportunities you may receive.
- Check with the Price College of Business about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates - another great way to meet employers.
- Attend events featuring employers such as Career Services Information Sessions, meetings sponsored by campus organizations, your department, and the Price College of Business.
- Visit the JCPenney Leadership Center if you are interested in applying for the program.
- Attend the OU Spring Career Fair.
- 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.

JUNIOR YEAR
- Login and update your Handshake account with Career Services, update your resume and cover letter, and have them critiqued.
- Enhance your job search, business etiquette, resume writing, and interviewing skills by attending workshops or using resources available at Career Services. Visit the Career Services website for complete list of workshops at hiresooner.com.
- Review the on-campus interview schedule at the beginning of the fall and spring semesters to start applying for interviews through Handshake.
- Sign up for mock interviews by calling Career Services (405) 325-1974 to prepare for interviews.
- Actively develop leadership and communication skills in campus organizations.
- Attend Sooner Showcase Career Fair in the fall semester.
- Attend the OU Spring Career Fair.
- 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.
- Check with the Price College of Business about scholarship opportunities and apply for any that are relevant to you. Many employers that sponsor scholarships interview the candidates- another great way to meet employers.
- Report internship offers and accepts to Career Services by going to www.hiresooner.com and clicking on ‘Report Your Job’.

SENIOR YEAR
- Login and update your Handshake account with Career Services, update your resume and cover letter, and have them critiqued.
- 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 the Price College of Business faculty.
• Review the on-campus interview schedule at the beginning of the fall and spring semesters to start applying for interviews through Handshake.
• Attend events and workshops geared toward graduate school if you are interested in going to grad school and begin the application process.
• Attend companies’ information sessions before the on-campus interview.
• Attend Sooner Showcase Career Fair in the fall semester.
• Attend the OU Spring Career Fair.
• Attend workshops focusing on Behavioral Interviews and 2nd Level Interviews to be prepared to go on company visits. Visit Career Services website for complete list of workshops at hiresooner.com online.
• Practice your interviewing skills by signing up for a mock interview in Career Services by calling (405) 325-1974.
• 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 following meeting a company representative to thank the recruiter for their time and express interest in the company.
• Gather information on realistic salary expectations. Check the ‘Salary Offers/Careers’ section on Career Services website (www.hiresooner.com) for salary information from recent OU graduates.
• Keep detailed records of your job search.
• Report job offers and accepts to Career Services by going to www.hiresooner.com and clicking on ‘Report Your Job’.