1. Study hard and get the best grades you can.
2. Develop and maintain a positive, enthusiastic attitude.
3. Take a computer science or business course as an elective.
4. Be sure that your professors know you and are aware of your career goals.
5. Activate your Handshake account and upload your resume to it.
6. Develop a resume using Optimal Resume (available online at hiresooner.com) and have it reviewed by a Career Services adviser.
7. Schedule your class load so that you will have sufficient time for job search activities during your junior and senior year.
8. Enroll in a career planning class.
9. Obtain an internship, co-op, or summer job that is related to your field.
10. Volunteer to work on a project that would enhance your professional growth.
11. Continue to develop your professionalism through class assignments and group work.
12. Volunteer for committee assignments that will develop your leadership skills.
13. Create a professional LinkedIn profile and monitor your online persona on all websites to ensure professionalism.
14. Volunteer to assist with professional activities.
15. Join the student branch of professional associations in your field.
16. Volunteer to speak before groups.
17. Hold a leadership position (e.g., officer, project coordinator, committee chair, etc.) in an organization.
18. Learn to relax, smile, and shake hands effectively.
19. Get acquainted with Career Services’ Career Information Center and online resources, related to career fields, industries, and employers.
20. Develop and expand your list of contacts or network by talking to those who can give you current information about your field (e.g., professors, alumni, employers, friends, family).
21. Attend career fairs.
22. Read business publications and journals related to your professional interests.
23. Consider part-time and temporary positions to gain relevant experience.
24. Shake hands with every employer representative and speaker in your classes and organization meetings; send each a resume.
25. Develop a target list of employers who seek OU graduates.
26. Use the Employer Database available through your Handshake account.
27. Collect and analyze company information on employers.
28. Gather information about professional exams and licensure procedures, if applicable to your field.
29. Practice interviewing skills and schedule a mock interview in the Career Services office.
30. Assess your skills, values, interests, and goals and be able to relate them to employer requirements.
31. Review your goals: Are they realistic? Are you giving yourself enough credit?
32. List five or more personal measures of success or job satisfaction.
33. Think about where you would like to be five years and ten years after graduation.
34. List three achievements or accomplishments and all the problem-solving skills used.
35. List three weaknesses and what you are doing to change them or how they are compensated for by your strengths.
36. Conduct informational interviews with people directly involved in your chosen profession.
37. Learn to write grammatically correct letters.
38. Always send thank-you and follow-up letters.
39. Develop your 60 second “elevator pitch” to quickly explain to employers and recruiters why you would be a good hire.
40. Review salary information in your area(s) of interest.
41. Make sure that all social media sites project you in a professional manner.
42. Know at least eight career alternatives after graduation; study and evaluate each.
43. Develop an understanding of professional dress and grooming and invest in a professional wardrobe to use for interviewing.
44. Be ready to begin your job search early. Don’t wait until right before you graduate.
45. Read How to Get a Job With Any Major and The Overnight Resume by Donald Asher.
46. Obtain permission from three to four professors and/or past employers who would be willing to provide a helpful reference for you.
47. Set up an appointment with a Career Services adviser to discuss options and develop a job search plan.
48. Learn to use Career Services and your Handshake account to maximum advantage.
49. Attend any appropriate Career Services job search workshops and webinars.
50. Get to know the Career Services staff.