



Juniors

READY, SET, GO!!

FALL SEMESTER

- ☞ Get on the **track to success**. Learn to use your [UMass Handshake](#) accounts strategically for your internship and co-op searches.
- ☞ Understand your **strengths** and identify areas for improvement. Make a list of professional skills and how you can acquire or further develop others.
- ☞ Update your **resume and cover letter**. Meet with a [Chase Career Coach](#) to review your drafts in preparation for securing an internship interview.
- ☞ Explore **internship and co-op options early**. For major employers and many internships, application deadlines are as early as September. Check out job posting in [UMass Handshake](#), [Industry-Specific Job Boards](#), and company web sites to learn about skills and qualifications sought by employers.
- ☞ Gather **career intelligence by researching** your targeted companies, industries, and opportunities. Create a database of favorite employers. Compile a “Plan A” and “Plan B” list of possible options and begin applying for them via [UMass Handshake](#), and other sources.
- ☞ Meet **employers** at the *Isenberg Career Day*, *Regional Accounting Firm Career Fair*, the *HTM Career Fair*, the *McCormack Sports Management Career Fair* in the fall semester, and company presentations, resume reviews, practice interviews, speakers, student organization events throughout the year.
- ☞ Expand your **professional network** through [clubs](#), professional organizations, family, friends, other classmates, faculty, and staff. Tell family, friends, and your network about the positions you are seeking.
- ☞ Create, update, and refine your **LinkedIn profile**. Leverage LinkedIn in growing your professional network. Schedule career conversations with Isenberg alumni through [LinkedIn](#) and the [Connect UMass](#).

WINTER BREAK & SPRING SEMESTER

- ☞ Meet employers at the **UMass Career Blast** career fair
- ☞ Stay on top of **job and internship postings** in [Handshake](#). Many positions are posted during winter break. Stay informed and apply to those opportunities that interest you. Follow-up on applications.
- ☞ Manage your list of **target employers**, documenting any networking activity with connections at those firms.
- ☞ **Stay positive**. Maintain a positive attitude, and be flexible and realistic. The internship/co-op search can take time - Have at least one focus area, but pursue alternatives.
- ☞ Revisit **career resources** including websites, publications, trade journals, professional associations, and directories; many of these are available on campus through the [UMass Library Business Collection](#), [University Career Services](#), and the [Chase Career Center](#).
- ☞ Refine **interview skills** using [Big Interview](#) and through individual coaching and practice interviews with [Chase Career Coaches](#).
- ☞ **Network** with Isenberg seniors and recent graduates to learn about possible internships/co-ops and contacts.