



Plan Ahead Checklist

Well-known fact: all students should strive for excellent grades and academic achievement.

Not so well-known fact: the job market is very competitive, and you will be competing with hundreds of other candidates when you graduate from college. To be a top contender in the job search process, your resume needs to stand out from all the rest. If you can include as many as possible of the following items, you'll be a top candidate. Use this checklist as a guide throughout your college years and try to achieve as many as possible by the time you graduate from SMU.

What you can get started on now (and can continue throughout your college years) :

- Job shadowing / information interviewing
- Actively participate in an on-campus club/organization (not just attend meetings)
(Student Activities Office, 8-4400)
- Actively participate in several clubs/organizations
- Event planning for University activity
- Cultural immersion experiences **(Multicultural Student Affairs, 8-4580)**
- Alternative Spring Break experience **(SPARC, 8-4386)**
- Extracurricular activities (not your major): theatre, athletics, music, dance, etc.
- Involved in SMU fundraisers **(Development & Alumni Affairs, 8-4762)**
- Selected to represent SMU as a speaker at administrative events
- Student Ambassador or Tour Guide **(Undergraduate Admissions, 8-2058)**
- Contribute articles to Daily Campus and other SMU publications **(Student Media, 8-4111)**
- Attend professional workshops and conferences in the community
- Scholarships based on merit, leadership, achievements
- Dean's List (more than one semester) and Honors program/awards **(Honors Program, 8-2813)**
- Actively participate in community service and volunteer work
(Leadership and Community Involvement office, 8-4403)
- Be a peer mentor or tutor **(Learning Enhancement Center, 8-3648)**
- Part-time job in a work environment related to your future career
- Initiate and organize NEW campus-wide volunteer efforts such as: penpal programs, food and clothing drives, mentoring programs, etc.
- Be sure to document your "adventures" by creating results/achievement statements, e.g., what you learned or the value you added to the organization, the team, the class, etc.



SMU

HEGI FAMILY CAREER
DEVELOPMENT CENTER

Sophomore Year (and beyond):

- ___ One internship in selected field (**Hegi Family Career Development Center, 8-2266**)
- ___ Become a Career Center Advocate (apply through Hegi Career Center)
- ___ Elected officer position in club/organization
- ___ Leadership activities: marketing, fundraising, leadership training, etc.
- ___ Assist with AARO, WOW, etc. (**Office of New Student Programs, 8-4560**)
- ___ Organize events through Program Council, Student Foundation
(**Program Council: 8-4405; Student Foundation: 8-4414**)
- ___ Member of professional association/organization (**www.asaenet.org**)

Junior Year (and beyond):

- ___ Two internships in selected field
- ___ Study abroad (**Study Abroad Office, 8-1004**)
- ___ Present research at conferences

Senior Year:

- ___ 3 or more internships in selected field