

**SOPHOMORE-YEAR CAREER DEVELOPMENT CHECKLIST (30-59 CREDIT HOURS EARNED)**

**Discovery**—Your second year of college should focus on expanding your understanding of career paths and potential employers through jobs, internships and work environments.

Below you will find detailed career-development action items that are critical for you to complete in your second year at Clayton State.

- Schedule an appointment with a career counselor to discuss any major/career related choices, goals or concerns to help you further develop your career plan.
- Update your resume and LinkedIn profile to include your first year activities and summer jobs. Building a strong resume is key to demonstrating your unique skills and work experience to employers.
- Attend career related workshops, events and seminars to learn about skills needed for success in the workplace and to network with career professionals.
- Gain experience through experiential learning opportunities such as job shadowing, Intern for a Day and study abroad programs that fit your academic, career and/or personal interests.
- Search for summer jobs and internships through Laker CareerZone.
- Seek volunteer opportunities to gain valuable experience.
- Clean up your social media profiles (Facebook, Twitter, Instagram).