Checklist for Career Success

Career Services Center
www.waubonsee.edu/careerservices
Available at Sugar Grove, Aurora, Copley and Plano Campuses.
Call (630) 466-2368 for appointment.

Counseling
www.waubonsee.edu/counseling
Available at Sugar Grove, Aurora, Copley and Plano Campuses.
Call (630) 466-2361 for appointment.

What We Offer

◆ Matching your interest with a major
◆ Career assessment testing
◆ Career counseling
◆ Résumé and cover letter help
◆ Internship information
◆ Full- and part-time job listings on College Central Network
◆ Optimal Résumé software
◆ Job interview practice
◆ Job/employment trend information
◆ Job fairs
◆ Industry and company information

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran’s status, marital status, disability or any other characteristic protected by law in its programs and activities.

For more information on the college’s nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

www.waubonsee.edu
For students, it’s never too early to begin preparing for the world of work that awaits you after completing your degree or certificate. Don’t go it alone! Professional assistance is available to develop your career plan. Follow this general semester-by-semester timeline for associate degree seekers.

**First Semester**
- Meet with a counselor to discuss career plans and learn about college services.
- Explore careers and majors by taking career assessment and interest inventories.
- Research potential occupations by visiting either Counseling or Career Services.
- Explore disciplines of study for industries through general education courses.
- Explore and become involved in student clubs and associations.
- Attend College Night in October.

**Second Semester**
- Choose major field of study.
- Arrange for academic program review with our Counseling Department.
- Start networking by developing mentors and conducting informational interviews with faculty in your intended major.
- Develop a résumé — visit waubonsee.optimalresume.com
- Register with College Central to explore job opportunities — visit collegecentral.com/waubonsee
- Attend college major and career-related events such as Major Decisions Week.
- If transferring, narrow down transfer school, fulfill general education requirements, conduct college visits and meet with Admissions staff.
- Strive to maintain a 3.0 minimum GPA.

**Third Semester**
- Submit petition to graduate.
- Pursue internships/part-time work in your field of interest.
- Familiarize yourself with industry publications, websites and associations.
- Revise your résumé and create a targeted cover letter with Career Services.
- Attend job fairs and workshops.
- If transferring, apply to chosen transfer school and send transcripts.

**Fourth Semester**
- Register early for classes so you can complete your degree on time.
- Begin job search early by submitting résumés for positions of interest.
- Obtain letters of recommendations from former and/or current employers or professors.
- Visit Career Services for a practice interview and review of your résumé and cover letter.
- Attend a job fair.
- If transferring, finalize plans (letter of intent, housing application and financial aid).
- Graduate!