

Career Planning Checklist: Achieving Success in the Virtual World

A Resource for First-Years, Sophomores and Juniors

First and foremost, during all this change, it is important to take care of yourself and your own well-being. As you are able to continue your career preparation in the coming weeks, this is a list of actions we suggest you take to move forward with your career planning in a digital environment.

- **Develop and update your resume.** Review [resume resources on Handshake](#), including sample resumes for each Career Pathway. Add experiences from this year, such as relevant coursework, work or internship opportunities.
- **Connect with your career advisor and use the CAC's resources.** You can make a virtual appointment [on Handshake](#) to meet with an advisor via phone or video. Access [career planning resources](#) on Handshake, register for upcoming webinars and [virtual events](#), and keep up to date with Career Pathway Newsletter emails every other Tuesday.
- **Build your network through virtual connection.** Read about [how to create and maintain connections](#) in career fields of interest to you. Create a [LinkedIn account](#) and connect with the people you know, then [search for alumni on LinkedIn](#) who have careers you are interested in or who have similar interests. Also see this informative post "[30 Things College Students Should be Doing on LinkedIn Right Now.](#)"
- **Conduct virtual informational interviews on platforms like Zoom or Skype, or even a phone call.** Do you have a family friend, relative or other contact who does work you're interested in? Have you connected with alumni or other professionals on LinkedIn? Ask if they have time for a virtual "[informational interview](#)" to learn more about their career and how to gain experience and skills applicable to the field – it's a great way to add someone to your network!
- **Identify opportunities for summer or fall.** Find jobs and internships in [Handshake](#), part-time local jobs like babysitting and tutoring in [QuadJobs](#), additional internships on [Internships.com](#), or volunteer opportunities on [Volunteer Match](#). Considering pursuing a Fall 2020 or Spring 2021 internship for credit (for rising juniors and seniors)? Get the process started by completing the [Internship Interest Survey](#) and talking with your faculty advisor about when it might work for your academic schedule Learn more about academic (for-credit) internships [here](#).

- **Plan ahead for graduate school if you are considering continuing your education.** Conduct research on programs of interest, requirements, and any standardized tests you will need to take to qualify.
- **Have you accepted an internship? Post it on LinkedIn** to continue building your professional presence online. Don't forget to @mention the company and Lake Forest College.

Additional Resources

- **Consider completing remote micro-internships to gain experience and add to your resume.** You can find paid opportunities through [Parker Dewey's micro-internship platform](#). These micro-internships can be conducted remotely and last anywhere from 5 to 50 hours.
- **Complete trainings** to round out your skills and make yourself marketable in applications. Check out the [Microsoft 365 Training Center](#) to brush up on your skills with Excel, Word, PowerPoint, Outlook, SharePoint and more. Try out [Excel Exposure](#) for more free Excel training. Explore [Trailhead Salesforce Training](#) for a fun way to learn Salesforce, a common customer-relationship management service used in marketing, sales and other fields. You can also take courses related to Presentation Skills, Interviewing Strategies, Equality and Inclusion, Management, Google Analytics, GitHub, App Building, Reports and Dashboards and so much more!
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