

My Career Plan Checklist

yorku.ca/careers/students/mycareerplan

Although the Career Centre recommends a particular sequence of steps and activities to assist you in moving forward in the most logical way, everyone is different. The order of the activities is less important than getting them done! This checklist will help you keep track of what you've accomplished so far.

Making Connections

- [Hang out with friends](#)
- [Be a good neighbour](#)
- [Identify networks](#)
- [Learn how to utilize your connections](#)
- [Join an online community](#)
- [Join a club or team](#)
- [Do volunteer work](#)
- [Get involved in an activity](#)
- [Become a leader](#)
- [Participate in an Internship](#)
- [Get a job](#)



Learning About Myself

- [Understand the career decision making process](#)
- [Attend workshops at the Career Centre](#)
- [Read](#)
- [Research](#)
- [Take a Career Test](#)
- [Talk to a Career Counsellor](#)



Exploring My Options

- [Research](#)
- [Connect with people in the field](#) [Read journals/professional publications](#)
- [Attend a workshop at the Career Centre](#)
- [Meet with a Career Counsellor or Job Search Advisor](#)
- [Attend Career Centre Employer and Alumni connection activities](#)
- [Participate in an Internship](#)
- [Consider graduate school or a post-degree program](#)
- [Research Educational Programs](#)
- [Talk to representatives from different programs and schools](#)
- [Put together a strong graduate school application package](#)
- [Practice your graduate school interview skills](#)



Looking for a Job

- [Identify and articulate your skills and accomplishments](#)
- [Learn effective job search strategies](#)
- [Understand the importance of a targeted job search](#)
- [Write a resumé that effectively highlights your accomplishments](#)
- [Write an engaging cover letter](#)
- [Develop and practice your interview skills](#)
- [Network](#)
- [Effectively utilize your online presence](#)
- [Attend Career Centre employer recruitment activities](#)
- [Consider a job on campus](#)
- [Use an online job posting system](#)

