

Career Success Certificate Program

Student Name: _____

Email: _____

Cell phone: _____

Major(s): _____

Advisor: _____

Requirements:	Date Completed:
<input type="checkbox"/> Attend a Resume Workshop or have a resume critiqued by Career Services	____/____/____
<input type="checkbox"/> Prepare a Cover Letter	____/____/____
<input type="checkbox"/> Participate in a mock interview	____/____/____
<input type="checkbox"/> Design an elevator pitch	____/____/____
<input type="checkbox"/> Attend one networking event (career fair, informational interviews, or employer socials)	____/____/____
<input type="checkbox"/> Build a LinkedIn profile	____/____/____
<input type="checkbox"/> Create an account in Handshake	____/____/____
<input type="checkbox"/> Conduct employer or salary research	____/____/____
<input type="checkbox"/> Develop list of professional references and acquire one letter of recommendation	____/____/____

Sign _____ Date _____