

Sophomore & Junior Year Career Checklist

by Economics Career Services

What do you envision yourself doing as a career and what steps will you take to get there? While planning for the summers and life beyond college may seem daunting, it's essential to accomplishing your goals. This checklist from Economics Career Services is designed to show you steps you can take your sophomore and junior years to secure internships that will prepare you for an entry-level job.



Research Job Opportunities You're Interested In

- Take Econ 198 as early in your college career as possible to gain holistic knowledge of how you can use economics to obtain internships and a career

- Attend workshops put on by Economics Career Services about finding internships

- Update your resume. Check out the examples on the Economics Career Services website to see which style best fits your experiences

- Check on your LinkedIn to make sure it presents you in a professional way

- Make a career advising appointment with Economics Career Services to go over your career plan(s), job materials, and/or any questions you may have

- Go to panels where speakers talk about their fields or regions of interest

- Explore opportunities such as those in Research Park, through ATLAS, and available with Illinois faculty



Connect With Employers and Organizations

- Go to a Career Fair Preparation workshop by Economics Career Services so you know what to expect and how to conduct yourself at career fairs
- Use the events page on Handshake to view what companies will be in attendance at each career fair on campus
- Attend the Gies Business Career in the fall to search for internships and/or career opportunities in business
- Alternatively, attend the Illinois LAS+ACES Career Fair, the Engineering Career Fair and/or others for more prospects
- Email company representatives you met at the career fairs to thank them for their time
- Use the search parameters on Handshake and LinkedIn to look for jobs in the city in which you want to reside and in the field(s) that you desire
- Search the events page on Handshake for company-hosted panels and coffee chats happening on campus
- Reach out to people in your network with knowledge of career opportunities you're interested in
- Keep track of deadlines! Deadlines may feel far away, but approach quickly so prepare and connect with your network far in advance
- Overwhelmed? Make a career advising appointment with Economics Career Services to get your questions answered



Apply To Jobs You're Interested In

- Review resume examples, cover letter guidance sheets, and other resources on the Economics Career Services website
- Create a schedule with when you plan to work on each application so you finish all of them stress free
- Give yourself time to research and apply to opportunities, leaving ample time to contact companies with questions
- Designate a folder on your computer specifically for application materials so they stay organized
- Ask friends, family, and even faculty you're comfortable with to look over your application materials
- Email econ-careers@illinois.edu, or make a career advising appointment with Economics Career Services if you have questions pertaining to applications



Plan For a Number of Options

- Make sure you have multiple plans because many opportunities are highly competitive. We encourage you to apply for various options. You can decide which one you want once you hear if you have been accepted

- Log into Handshake regularly. New opportunities are posted daily!

- If you need help deciding between jobs, make an appointment with Economics Career Services

Relevant Links:

Economics Career Services-

<https://economics.illinois.edu/resources/career-services>

Handshake-

<http://handshake.illinois.edu/>

LinkedIn

<https://www.linkedin.com/>

