Rosen Student Career Development Checklist
STEP ONE: Self-Assessment
- Visit the Student Services Office in Room 201. Meet LeAnne, Tom, Suzan, and Shara and learn what career-related services are offered.
- Evaluate strengths, interests, temperament, values and abilities to determine appealing career paths.
- Begin a Career Journal to catalog skills, strengths, record contacts, develop goals.

STEP TWO: Career Exploration
- Meet with LeAnne, Tom, Suzan, and Shara to discuss your career interests and develop a plan for success.
- Research different areas of the hospitality industry. Learn where to begin researching professions.
- Conduct informational interviews to help you decide and build your professional network.
- Attend hospitality career panels to find out more about careers within the profession.
- Consider volunteer opportunities presented on the ListServ to gain experience and enhance your resume.

STEP THREE: Experiential Learning — Co-op/Internships
- Meet with Tom, Suzan, or Shara in the Co-op office.
- See the Prepare Application Materials section in STEP FOUR.
- Read e-mails on Hospitality ListServ to receive updates about latest positions/opportunities.
- Develop a career plan to increase the odds of getting the position you want upon graduation.
- Learn to market yourself (both verbally and in writing) to employers.
- Attend Career Services workshops covering resume writing, networking, cover letters, job search skills, etc.
- Attend employer information sessions and visit information tables.

STEP FOUR: Finding Full-time Employment and Preparing for Life after School
- Prepare application materials and develop a job search
  - Plan to meet with LeAnne Wawrzaszek in the Career Services office to discuss your post graduation plans
  - Attend Career Services workshops
  - Create an updated, one-page copy of a resume, or review and edit your current resume. Make sure it’s formatted effectively and free of grammar/spelling errors.
  - Learn to write high impact cover letters that help to win interviews
  - Develop a Career Portfolio.

- Register for on-campus recruiting
  - Attend an orientation for on-campus interviewing.
  - Practice interviewing and research employers.
  - Prepare for a professional interview (and subsequent rounds of interviews).
  - Understand appropriate clothing and grooming styles for interviews (professional and informational).
  - Complete a practice interview with Career Services.
  - Research employers before job interviews.

- Develop your Network
  - Understand what networking is and use this technique to win unadvertised job opportunities.
  - Join professional associations and attend meetings.
  - Cultivate association with key faculty, explore options.

(Cont’d)
Career Checklist

☐ Find a job/graduate program
  ♦ Attend Employer Information Sessions (ALWAYS attend if interviewing the following day)
  ♦ Participate in on-campus interviews
  ♦ Look at hospitality-specific job search web sites
  ♦ Network through informational interviews/professional associations/personal contacts
  ♦ Apply directly to employers of interest, include a cover letter (Get contact list from LeAnne)
  ♦ If you are relocating/working overseas, see LeAnne
  ♦ If attending grad school, research and select graduate programs, take required tests, and complete applications by deadlines

☐ Polish yourself and your business skills
  ♦ Learn professional business etiquette and dining etiquette.

ALL STUDENTS:
ATTEND THE ROSEN COLLEGE CAREER FAIR
Learn more about career options and meet with industry employers of interest.