

College of Business Career Services Checklist

You are embarking on a journey to take steps towards exploring and building your career. During your journey, you will need to will traverse to the stations below on the map. Please note that you will have support and guidance along the way. The College of Business Career Services, located in BUS 137, have staff that can provide information, resources, and opportunities to help you stay on track.

For information or assistance, please email cobcareer@sfsu.edu or call 415-338-2509.

Station 1: Self Awareness

- Visit the [College of Business Career Services](#) in BUS 137 and discover what resources and opportunities are available
- Check out [additional major exploration and career counseling resources](#), including self-assessments, provided by Career Services and Leadership Development in SSB 301, which serves the whole campus. These will help you increase knowledge about your own interests, skills, personality, and values and how to find careers that may fit with these parts of who you are.
- Explore your interests through academic courses with the help of a Business Academic Advisor in the [College of Business Student Success Center](#) in BUS 112.
- Get involved with a [student organization](#) and search for volunteer opportunities in your fields of interest. You can add these experiences to strengthen your resume.
- If you're looking for a job or internship to help you explore or gain experience, register with [Handshake](#) for access to on-campus or off-campus jobs/internships that employers share with SF State.
- View our [events calendar](#) to attend workshops and career fairs. Check Handshake as well for additional events. Check your SF State email for regular updates from College of Business Career Services on new events and professional development opportunities.
- Talk to family, friends, faculty, and staff to explore different companies and work environments. This is called [informational interviewing](#) and can be a great way to learn about different career options.

Station 2: Explore Career Options

- Explore different ways you can gain experiences to develop skills including on-campus/off-campus jobs, internships (paid or academic), volunteer, student organization leadership roles. [Handshake](#) can be a great place to start.
- Make an appointment with [College of Business Career Services staff](#) in BUS 137 to help you create or update your resume and cover letter.
- If you're undecided about or considering changing your major, meet with Career Services staff as soon as possible.
- Check out the [Occupational Outlook Handbook](#) and [ONET](#) to research different careers. [Career Services and Leadership Development](#) in SSB 301 have additional resources that are worth checking out.
- Attend workshops, career and employer information sessions, and career fairs posted on our [events calendar](#). Check Handshake as well for additional events. Check your SF State email for regular updates from College of Business Career Services on new events and professional development opportunities.

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- Conduct [informational interviews](#) and participate in job shadow opportunities to explore different companies and work environments. Work with Career Services to help you identify professionals you can connect with to help you explore.
- Speak with a Business Academic Advisor in the [College of Business Student Success Center](#) in BUS 112 to learn about study abroad and scholarship opportunities.
- Connect with the [SF State Fellowships office](#) in ADM 250 to find exciting fellowships and special programs in the United States and abroad.
- Get to know your professors by visiting their office hours to learn more about your academic coursework and get their perspectives on careers. Remember, you will need recommendations for jobs, internships, and scholarships.

Station 3: Prepare for Your Career

- Research ways you can gain experience and develop skills in careers that interest you. Find out if you will need to earn specific certifications or degrees for these careers. Make an appointment with [College of Business Career Services staff](#) so they can help develop a plan with you.
- Apply for jobs or internships on [Handshake](#). For competitive internships with major companies, application deadlines will be in the Fall or Winter for summer internships.
- Attend workshops, career and employer information sessions, and career fairs posted on our [events calendar](#). Check Handshake as well for additional events. Check your SF State email for regular updates from College of Business Career Services on new events and professional development opportunities.
- Research graduate or professional school and admissions requirements and meet with a Career Adviser who specializes in your field of your interest. Check [Handshake](#) for graduate school fairs.
- Make an appointment with College of Business Career Services staff to help you create or update your resume and cover letter. Find professionals to help provide additional feedback on your application materials.
- [Attend a workshop](#) to help you create a LinkedIn profile and connect with alumni and professionals in your career field.
- Conduct [informational interviews](#) to obtain essential advice on your career of choice and expand your network.
- Explore professional associations in career areas that interest you. Some associations have scholarships or internship programs for students who are exploring.
- Set-up a mock interview with a College of Business Career Services staff to help you develop interview skills for jobs or internships.

Station 4: Take Action

- Complete an internship or job experience that relates to your career of choice.
- Develop a list of potential employers for which you would like to work.
- Make an appointment with [College of Business Career Services staff](#) to help you finalize your resume, cover letter, and LinkedIn profile.

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- Attend [career events](#) to explore job opportunities and connect with professionals in your chosen career field.
- Join professional associations in your career to help you expand your network.
- Check out [LinkedIn's Job Hunting Handbook](#) for tips on how to leverage LinkedIn and networking for your job search process.
- Conduct [informational interviews](#) to obtain essential advice on the job search process and expand your network.
- Start your job search early. Ideally meet with a Career Advisor to create a targeted job search.
- Identify references including faculty, staff, supervisors, colleagues for job applications and/or graduate school application. You should have at least 3 references.
- Check [Handshake](#) for career fairs and graduate school fairs.
- Take the appropriate graduate school entrance exam (e.g., GRE, LSAT, MCAT) early in the year.
- Set-up a mock interview with a College of Business Career Services staff to help you develop interview skills for jobs or internships.
- Research salary and company information through [Glassdoor](#), [LinkedIn Salary](#), or [Payscale](#).

Remember that you will continually make these stops throughout your life. As you get through changes in your career and changes in your life, you will go back to Station 1, where you will need to re-evaluate who you are and how the next steps in your career will be aligned with your interests, skills, personality, and values at a different stage of your life.

The College of Business Career Services is a resource to you at all these stations, even after your graduate and start your career.