

## GETTING CAREER READY – ACTIONS & TO DO LIST

Task:	In Progress:	Completed:
EXPLORE career and professional development websites such as Start Profile or Prospects		
COMPLETE start profile 'About me' section		
COMPLETE at least one 'Career Research' sheet		
CHECK when your school is hosting career events		
PARTICIPATE in career workshops/seminars (live or virtual)		
REVIEW your social media privacy settings		
★ CREATE a resume/CV draft		
★ LEARN appropriate interview attire for part-time jobs and internships		
EXPLORE part-time job search process on websites such as indeed.com or reed.co.uk		
★ LEARN how to draft an application/cover letter		
★ CONDUCT practice interviews for internship or full-time job interviews		
CHECK your completed CV and cover letter with your career advisor/parents		
★ CREATE a LinkedIn account		
EXPLORE graduate or professional school options using websites such as UCAS.com		
★ PREPARE job search materials, (i.e., cover letter, portfolio, updated resume, writing samples)		

★ More information and guidance can be found for these actions at:  
<https://www.heon.org.uk/transition/fe/getting-career-ready/>