



Where are you in your career search?

For help on any of the below topics, please refer to our [online career guides](#) and/or make an appointment with COM Career Services

Do you know your VIPS?

(Values, Interest, Personality and Skills)

- ☐ When I think about my ideal job, I know what my deal breakers are – the work **values** that are most important, those qualities that must be present in order for my work and career path to feel meaningful to me – and I know how to look for them.
- ☐ I have thought about topics that **interest** me and whether or not I want to pursue a career that incorporates them (ex: an interest in healthcare may lead to a job at PR Firm that focuses in healthcare or it may include volunteering at a hospital once a week)
- ☐ I know my **personality** traits or my Myers-Briggs Type Indicator (MBTI) and how my personality would fit in my desired career field.
- ☐ I know what my biggest assets are – the top 10 or so transferable and/of field-specific **skills** that I possess – and I know how to talk about those skills by using concrete examples from my work history or from my academic work.
- ☐ I can talk about the strengths I have and the obstacles I might encounter.
- ☐ I can list specific companies and/or organizations I am hoping to target in my search.
- ☐ I have a post-graduation target or “dream” job.
- ☐ I can pinpoint geographic areas where I’d ideally like to intern.

Do you have experience?

- ☐ I have participated in clubs, volunteer-work, jobs, global travel and/or guest speakers that have impacted my future goals and ambitions.
- ☐ I have completed internships related to my area of study
- ☐ I have acquired specific technology skills that I can use in my future profession.
- ☐ I know when I need to apply for internships and/or jobs
(I.e. for summer internships I should start applying as early as November/December – March and for jobs post graduation I should start applying two months before my ideal start date.)



Have you prepared your materials?

- ☐ I have downloaded the Microsoft Word Resume Template and used it to start my resume.
- ☐ I have a resume tailored to the industry and the positions I am targeting in my internship search. (Read our [Resume Guide](#).)
- ☐ I have developed job specific cover-letters for each company. (Read our [Cover Letter Guide](#).)
- ☐ I have identified and contacted previous supervisors or professors to ask if they would serve as a reference.
- ☐ I have considered whether or not I will need a portfolio or writing samples for any applications I may submit and have prepared these materials. (Read our [Portfolio Guide](#))

Have you started networking?

- ☐ I am aware that networking is a large part of my job hunt. Networking allows me to learn more about the industry and to find out about jobs before they get posted on job boards. (Read our [Networking Guide](#))
- ☐ I am aware that I shouldn't start sending in job applications until 2-3 months before I graduate. Instead, I plan on spending the time before that networking and having informational interviews. (Read our [Job/Internship Guide](#))
- ☐ I have a LinkedIn profile.
- ☐ I have joined groups on LinkedIn (Not sure which LinkedIn Groups to join? See some of [COM related LinkedIn Groups](#))
- ☐ I have started drafting my [Elevator Pitch](#) and plan on using it when introducing myself while networking and/or as a summary on my LinkedIn.
- ☐ I know how to use my LinkedIn account to find people to network with and how to send messages for free through LinkedIn Groups. (Read our [LinkedIn Guide](#))
- ☐ I know what an informational interview is and how to ask for one. (Read our [Networking Guide](#))
- ☐ I know how to use the [LinkedIn BU Alumni page](#) to find out where other students have interned and/or where our alumni currently work.
- ☐ I know how to use the [Career Advisory Network](#), BU's Database of Alumni, and how to find their email addresses to contact them for an informational interview.
- ☐ I have met with people who work in my field of interest for an [informational interview](#).
- ☐ I have met people and acquired industry knowledge by attending professional meetings, employer information sessions or industry-specific events. (COM Career Services hosts employer information sessions on [Handshake](#))



Do you know how to look for job leads?

- ☐ I have developed a list of companies I would like to target in my job search.
- ☐ I plan on applying for jobs 2-3 months before my anticipated start date.
- ☐ I have an account with BU's online job posting site, [Handshake](#) and know how to use it to search for opportunities.
- ☐ I have identified industry-specific job posting websites. (Refer to the [Job and Internship Guide](#))
- ☐ I have identified geographic-specific job posting sites. (Utilize "GoinGlobal" on [Handshake](#). Click on "Career Center" and then "Resources" and then Click on GoinGlobal.)
- ☐ I am planning to attend any in-person employer events and the COM Career Fair and will prepare myself for these events.

Do you know how to interview for jobs and evaluate the offer?

- ☐ I feel prepared to interview for an internship or job. If not I know that I can do Mock Interviews and watch video lessons on how to interview by using the online tool [Big Interview](#).
- ☐ I have looked at the job description of the position I am applying for and identified the skills the employer is looking for in an employee and have written a list of stories about times where I demonstrated those skills.
- ☐ I am familiar with *behavioral interviewing* and I know how to use the STAR method. (Read our [Interviewing Guide](#))
- ☐ I have practiced answering interview questions and can provide examples of my problem-solving skills from real-life situations (Use [Big Interview](#) for online mock interviews, or make an appointment with [COM Career Services](#) to practice.)
- ☐ I am confident about how and when to follow-up with an employer following an interview.
- ☐ I feel confident about evaluating and negotiating offers (Read our [Evaluating The Offer Guide](#).)