



## Career Checklist: Junior Year



Welcome to your Junior Year in the College of Education!  
As you begin to focus your academic preparation on the teaching profession, you are strongly encouraged to focus your career preparation as well.  
Below is a list of career activities to help you prepare each semester.

### In the Fall:

- Have your current resume reviewed by your Career Consultant
- Create a list of 10 favorite districts/schools/education organizations/graduate school options
- Make a list of 5-10 summer opportunities (internships, classes, jobs, etc.)
- Draft a cover letter for one of your summer targets and review it with your Career Consultant
- Create a LinkedIn Profile

### In the Spring:

- Conduct a mock interview with your Career Consultant
- Finish and submit applications for your potential summer opportunities
- Begin collecting documents to compile into a portfolio
- Create a personal pitch to use in networking and reach-out situations
- Learn the process for teacher certification transfer for your desired state post-graduation
- Report your summer plans on FrogJobs

Tips and resources to help you check these activities off can be found at  
[careers.tcu.edu/services-programs/career-tools](https://careers.tcu.edu/services-programs/career-tools)

Completing **4 or more activities each semester** gives you access to the Career Center Swag Shelf!  
Just show your proof in your next appointment for access.  
The number and kind of swag available increases with every completed semester!