



Career Development, Internship and Job Services

Student Center, Room 138

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www.hagerstowncc.edu/career-development-services-hcc

Graduates: Are you “Career Ready”?

The following checklist is designed to help you determine where you might need assistance in your job search and action plan.

What do you know about yourself?

- Can you identify your skills, including adaptive, transferable, and job-related skills?
- Can you describe your greatest strength(s)? Your greatest weakness(es)?
- Have you identified your workplace needs such as salary, geographic preference, etc.?
- Can you list at least 5 responsibilities, and several contributions and accomplishments for each of your work experiences?
- Can you name the work activities you do well and enjoy?
- Can you explain why you chose your major and what you gained from your education?

What do you know about the world of work?

- Can you name at least three fields of employment in which you are interested?
- Can you name at least five types of employers that might hire a person with your background?
- Can you name at least five position titles that are appropriate for your interests and abilities?
- Can you describe the characteristics of the work environment in which you feel you would be happiest and most productive?

Are you prepared to begin your job search?

- Can you name at least five employers you plan to contact regarding employment in the near future?
- Do you have all of your job search information together including employment history, education information (dates, supervisor names, addresses, past wages, etc.)?
- Do you have at least three letters of reference?
- Do you have current information for at least three professional and three personal references including address, phone number, and email address?
- Have you prepared a working resume and cover letter? Have you had it critiqued?
- Do you know how to modify and adapt each resume for each job?
- Are you able to fill out job applications neatly, accurately, and completely?
- Are you prepared to enter an interview and answer all interview questions with confidence?
- Have you put together a system for developing and finding job leads?

For assistance, [CLICK HERE](#) to schedule an appointment with the Career Development Services Coordinator.