**Career Roadmap Checklist**

**Understand Yourself**

☐ Explore the BUE Career Services website https://www.bue.edu.eg/employability-and-career-advice/ .

☐ Complete the career-planning Worksheet with your adviser.

☐ Choose a programme field of study and be able to explain why you selected it.

☐ Name three skills you want to develop further —complete the PathwayU assessment with your advisor.

**Explore Options**

☐ Get involved in campus and/or community activities to develop skills and interests.

☐ Write a cover letter to submit with your resume and have it reviewed with your adviser.

☐ Find a volunteering opportunity with your adviser.

☐ Identify three career fields that interest you.

☐ Use LinkedIn to find and connect with people whose jobs seem interesting.

☐ Learn whether additional education is required for the field you’re considering.

**Take Action**

☐ Update your Profile in LinkedIn.

☐ Develop a network of people familiar with a career field that interests you.

☐ Discuss your job-search strategy with your career adviser.

* Complete your Profile in Career 180. https://career-180.com/en/login

☐ Attend employer information sessions and career fair.

☐ Target a resume to each goal (according to job description)

☐ Become familiar with different types of job interviews and prepare for interviews with your adviser.

☐ Understand application procedures for graduate programs and how to get help with them.

☐ Speak with at least two BUE faculty members about writing letters of recommendation.