

End of Mentorship Checklist

The conclusion of your formal mentorship with ACP is approaching and it's time to finish strong! Have you completed the items below?

- ☐ I have an up-to-date and detailed professional résumé.
- ☐ I have established a professional e-mail address and voicemail.
- ☐ I have practiced interviewing and my elevator speech.
- ☐ I have a list of three professional or academic references and have collected any supplemental interview materials (i.e. school transcripts, certificates, writing samples, art samples, etc.).
- ☐ I am familiar with software and programs that are commonly used in my field of interest (i.e. PowerPoint, Photoshop, QuickBooks, etc.).
- ☐ I have a [LinkedIn](#) account that includes: A detailed job history, at least two professional recommendations and a current and professional photo.
- ☐ I have a business card to give out at career fairs and events.
- ☐ I know which professional organizations I can join for networking purposes as well as the pros and cons of joining such organizations.
- ☐ I am aware of the types of positions available in my field of interest. I understand the positions for which I am eligible.
- ☐ I have researched the educational requirements and/or certifications that are needed in order to progress in my career of choice.
- ☐ I know which classes are needed in order to complete my degree. I understand what grades are necessary to be competitive in my field of interest.
- ☐ I am comfortable negotiating salary and asking for a raise.
- ☐ I understand how to navigate office politics.
- ☐ I have secured a summer internship.
- ☐ I have a one year, five year and/or ten year plan.