

# Can't-Miss Career Checklist

1. **Read career books** to learn the skills and techniques that will get you hired and take your career higher. From networking to negotiating, everything you need to empower your career is in our Career Planning Bookstore!
2. **Write a great resume** that shows prospective employers your skills, interests and experience. A well-crafted resume is not only the map an employer needs to learn more about you, it's also your calling card to get invited for a face-to-face interview.
3. **Turn that text-only resume into an exciting HTML resume** Now you've caught their attention! Suddenly your prospective employer has access to all your background experience with the click of a mouse. And doesn't it look sharp!
4. **Research industries at [Vault.com](http://Vault.com) to get an insider's view of the fields that interest you.** By understanding how an industry is affected by economic and other factors, you've got a real-world advantage over the competition.
5. **Write strong cover letters.** It's the positive way to begin business relationships with prospective mentors and/or employers. It's never too early to commence a good line of communication.
6. **Get commitments from peers and colleagues to be great references for you.** What they say might make or break a job opportunity.
7. **Visit your school's career center to get the best help your school has to offer.** Both acquaintance and alumni networking opportunities can be an asset to your entrance into the job market.
8. **Get feedback and suggestions for your career search from the Career Discussion Board.** Sometimes, to get great answers, all you have to do is ask!
9. **Research internships and careers.** Dig deeper to understand their intricacies; a prospective employer will appreciate your homework. We've got two books to help you with internships: [\*The Internship Bible\*](#) and [\*The Best 109 Internships\*](#).
10. **Prepare.** It'll ensure the best possible success at your interviews.
11. **Write great thank-you notes to emphasize your enthusiasm and commitment to the opportunity at hand.** Make no mistake: people not only appreciate thank-you notes; they expect them. In the age of e-mail, you'd better be sure your level of e-mail etiquette is up to snuff!