

# LEVEL 2

## CAREER READINESS CHECKLIST: *EXPERIENCE*

Fill out the checklist below as you explore your knowledge and skills on career readiness. When all checkboxes have been marked, you have completed Level 2: Experience! Great job, Argo! Make sure to check out Argo2Pro on [uwf.edu/argo2pro](http://uwf.edu/argo2pro) for Career Readiness Guide Level 3: Excel.

### Critical Thinking

- Set deadlines and use SMART goals to begin preparing for your job or graduate school search.
- Participate in on-campus programs that challenge you to think critically.
- Gain experience and enhance your critical thinking skills by working on campus or completing an internship.

### Communication

- Continue to network and form relationships with professors and employers in your career field(s).
- Enhance your storytelling skills and develop your one-minute commercial.
- Gain experience and enhance your communication skills by working on campus or completing an internship.

### Teamwork

- Join extracurricular activities on campus that emphasizes teamwork.

### Technology

- Monitor and expand your social media presence:
  - Use social media or other media platforms in your job search.
  - Review your social media pages to ensure that they are employer-friendly.
- Use Handshake to explore opportunities related to your career interests.

### Leadership

- Join a professional organization and pursue a leadership position.
- Gain experience and enhance your leadership skills by working on campus or completing an internship.

### Professionalism

- Volunteer with agencies and events in the community that align with your career interests.
- Build transferable skills through hands-on Experiential Learning opportunities such as a job shadow, volunteer or internship experience.
- Gain experience and enhance your professional skills by working on campus or completing an internship.

### Career and Self Development

- Participate in a mock interview with CDCE.
- Complete your Handshake profile.
- Update your resume and cover letter with CDCE or submit a **request for CDCE to review them.**
- Attend career-related events like Argos Meet the Pros or Career Road Trips to network and learn about job/internship opportunities.

### Global Learning

- Attend workshops and become an advocate for global learning.
- Volunteer with programs centered around accessibility and global learning.



**NEXT IS  
LEVEL 3:  
EXCEL!**