

## **Internship** (recommend 2-3 internships during your time at Queens College)

Advance your CAREER:

Community

Achieving

Real-world

Experience &

Exclusive

Rewards

### ***For students in ALL undergraduate majors***

- Receive assistance securing internships
- Gain a competitive edge in the job market
- Receive invitations to professional development, leadership and networking events
- Become eligible for various monetary awards

### **If you are interested in an Internship:**

- Maintain good academic standing
- Sign up for HireQC
- Meet with your Career Educator
- Register for Eco 393 to receive academic credit for your internship

## **WHAT EMPLOYERS SEEK IN CANDIDATES**

1. People skills
2. Communication skills (verbal and written)
3. Problem– Solving skills
4. Critical thinking skills
5. Analytical abilities
6. Leadership skills
7. Industry-specific knowledge

## **WHERE COULD I GO AFTER GRADUATION**

Accounting  
Actuarial Science  
Auditing  
Banking  
Business Administration  
Credit Management  
Environmental Policy  
Finance  
Health Administration  
Human Resources  
Insurance  
Investment Analysis  
Law  
Management Consulting  
Medicine  
Monetary and Fiscal Policy  
Public Administration  
Quality Control  
Risk Management  
Sales Analyst  
Securities Investment & Trade

## **CLUBS/ORGANIZATIONS TO JOIN**

ALPHA CLUB (ON CAMPUS)  
ASCEND CLUB (ON CAMPUS)  
ECONOMICS AND BUSINESS CLUBS (ON CAMPUS)  
OMICRON DELTA EPSILON (ON CAMPUS)  
(Economics Honors Society)  
AMERICAN SOCIETY OF HISPANIC ECONOMISTS  
AMERICAN ECONOMIC ASSOCIATION  
THE ECONOMICS NETWORK  
NATIONAL ECONOMIC ASSOCIATION

JOIN GROUPS ON LINKEDIN REFLECTING SPECIFIC CAREERS OR TOPICS OF INTEREST IN ECONOMICS

# PLAN FOR CAREER SUCCESS

## Economics Career Planning Checklist



## Center For Career Engagement & Internships

Location: Frese Hall, Room 213

Hours: Mon, Thu & Fri 9am — 5pm

Tues & Wed 9am — 7pm

When Classes are in session



Queens College Career Center

## FRESHMAN YEAR - ASK & EXPLORE

### Meet with your career counselor to:

- Conduct self assessment exercises and take career inventories to better determine your skills, interests, values, and personality
- Find a part-time or volunteer position to gain work experience, even if it's not in your major
- Sign up for HireQC to search for internships/jobs and learn about Career Services events

### Also be sure to:

- Acquaint yourself with fellow students, QC faculty, and staff
- Attend career fairs and employer spotlights to network with employers
- Participate in extra-curricular activities and join clubs to build your resume and career related skills plus meet your fellow students
- Attend workshops on job search and interview preparation

### Get the courses you need:

- Take ECON 101, MATH 131 along with courses outlined in your major

## SOPHOMORE YEAR - ASSESS & EXPERIENCE

### Meet with your career counselor to:

- Conduct self assessment exercises and take career inventories to better determine your skills, interests, values, and personality
- Explore occupations and research companies related to your field of interest
- Research traits and skills that are required for your career
- Develop career goals for college as well as post-graduation
- Begin to plan your internship and part-time job search
- Draft your resume, cover letter, and reference page
- Have a mock interview to prepare for a job and/or the professional program interview process

### Also be sure to:

- Continue to participate in extra-curricular activities and clubs
- Attend workshops on job search, interview preparation, employer spotlights and career fairs

### Get the courses you need:

- Take ECON 102 along with courses outlined in your major

## JUNIOR YEAR - EVALUATE & NETWORK

### Meet with your career counselor to:

- Continue applying for summer jobs or internships to prepare for your career building skills
- Edit and update your resume
- Begin narrowing down your career choices
- Have a mock interview to prepare for a job and/or the professional program interview process
- Consider a minor to enhance career options and skills
- Continue to participate in extra-curricular activities and clubs
- Check your academic status related to credits and GPA
- Connect with an alumni through the Alumni-Mentor program

### Also be sure to:

- Join Professional Associations
- Attend workshops on job search, interview preparation, employer spotlights and career events
- Explore professional/graduate school admissions, if you are interested

### Get the courses you need:

- Take ECON 202, ECON 201 along with courses outlined in your major



Your Career Counselor in the  
Center For Career Engagement & Internships

is here to help you fulfill your goals

## SENIOR YEAR - MARKET YOURSELF & SEARCH

### Meet with your career counselor to:

- Finalize your career development "tool kit" (resume, cover letter, references, portfolio, writing samples, letters of recommendation)
- Make a decision about your career direction, determine plan of action, and embark on next steps
- Have a mock interview to prepare for a job and/or the professional program interview process
- Continue networking and informational interviewing to develop contacts and potential leads
- Read industry journals and websites in fields of interest
- Develop your job search plan to obtain a job post graduation
- Search, apply, and interview for jobs
- Discuss job offers and get assistance with career decision making

### Also be sure to:

- Apply for graduation
- Participate in Professional Associations
- Attend Networking events with as many people as possible!
- Attend workshops on job search, recruitment events, interview preparation, and graduate school
- Attend career fairs and employer spotlights information events to familiarize yourself with different industries and find out about job opportunities
- Line up your references (make sure you ask for permission). Possible references could include current or previous supervisors, faculty, administrators and coaches. Do not use family and friends for references
- If applying to graduate school, submit applications
- Attend Commencement!
- Join the QC Alumni organization
- Become an Alumni-Mentor in the Office of Career Services

### Get the courses you need:

- Take ECON 249, ECON 382 along with courses outlined in your major